

The Urban League of Portland

404 COMMUNITY SERVICE CENTER
718 West Burnside
Portland, Oregon 97209
(503) 224-0151

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Freddye Petett
Executive Director

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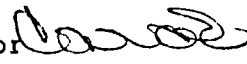


Way Agency

January 2, 1983

MEMO

To: Freddye Petett, Executive Director

From: Carol Lentz, Finance Director 

Re: Timeline for PDC Incubator Proposal

The following is a suggested timeline for proposal development and submittal for the PDC Incubator Project.

I understand I will be the Urban League staff person coordinating the project. A consultant will be hired to provide assistance in the actual grant preparation and a Developer will be selected to assist in the proposal development and actual construction and rehab contracting upon grant award.

DUE DATE

ACTIVITIES

| | |
|---------|---|
| 1/7/83 | Economic Development Committee: review of suggested criteria and timeline, recommendation to proceed or stop on project, recommendations on selection of consultant and/or developer. |
| 1/12/83 | Selection, negotiation and signing of contract with consultant. |
| 1/14/83 | Selection and negotiation of contract with developer. |
| 1/19/83 | Preparation of preliminary feasibility study and cost analysis for Board review. *** |
| 2/4/83 | First draft of proposal reviewed by Economic Development Committee. |
| 2/9/83 | Second draft of proposal reviewed by Finance & Executive Committees. |

(over)

MEMO

To: Freddy Petett

From: Carol Lentz

Re: Timeline for PDC Incubator

Page 2

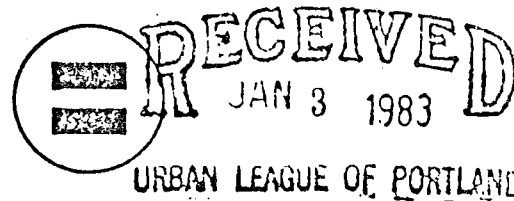
DUE DATE

ACTIVITIES

2/16/83 Final Review of draft by Board

3/10/83 Submittal of final proposal to PDC.

*** The Board may recommend to not continue the project at this point, thus making the rest of the timeline obsolete.



National Urban League, Inc.

The Equal Opportunity Building
500 East 62nd Street, New York, N.Y. 10021
Telephone: (212) 310-9000

December 29, 1982

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James E. Huggins
Robert L. Jackson
John A. Johnson

Ms. Freddye Petett
Executive Director
The Urban League of Portland
404 Community Service Center
719 West Burnside
Portland, Oregon 97209

Dear Freddye:

I have reviewed the "Request For Proposal: Development of a Business Incubator Project" by the Portland Development Commission.

The RFP as written by the PDC presents a number of fundamental problems, not the least of which is adequate financial support for a project of this type.

The Economic Development Division of the National Urban League has reviewed and analyzed well over 100 such community-based economic development projects in this country and abroad. We will be sponsoring regional training conferences for interested affiliates and other community-based groups beginning in the Southern Region in Atlanta on March 16-17, 1983; the Eastern Region in May, 1983 and in the Central Region in Chicago in October.

In each of these interactive training conferences, we will analyze the most successful community-based models in this country and determine in what way their successes can be replicated in selective Urban League cities. In each city we will have a corporate co-sponsor from the League's Commerce & Industry Council.

(over)

Ex-Officio
RICHARD ANDREWS
Trustees
WILLIAM N. GARRISON
THEODORE W. KHEEL
LEONARD F. KIMBALL
JAMES A. LINEN
DONALD H. MCGANNON
HENRY STEIGER

Ms. Freddye Pettet
December 29, 1982
Page - 2

That brings me to the first problem with Portland's RFP. The PDC has correctly identified the primary cause of small business failure, i.e. bad management. in the early years. The reasons for the success of most community-based projects according to our research and those of the Department of Commerce, SBA and private studies is "professional management" in these crucial early years.

The reason that the League is pursuing economic development is because of the support of the C & I Council, i.e. professional management.

The Portland Development Commission's RFP requests that the applicant provide "professional support services" but offers no financial help to do so.

The \$100,000 low interest loan is inadequate to say the least.

Unless the PDC is willing to provide a fund for this purpose, then the only possible alternative for these services is a private, profit-making entity, like Control Data or another interested corporation. The PDC has ingeniously ruled out this possibility by the clause on page 2 "This project is not intended to function as a profit center".

The PDC wants to lend money, obtain its return, but does not allow for the applicant to do the same. In effect, they are asking a non-profit community group to take enormous risks in an area where the risks of failure are 82% by their own admission. I find that totally unrealistic.

Although the PDC contends there is "no profit prohibition", they have stacked the cards in favor of failure under the guise of helping minorities and females to enter or expand businesses.

Ms. Freddye Pettet
December 29, 1982
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In order for a Business Incubator Project to work, sufficient capital must be combined with professional management in the early years. The PDC is providing neither.

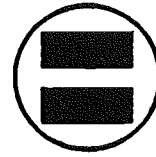
Regardless of our misgivings regarding the RFP, we will provide you with any legal and technical assistance you deem necessary.

Respectfully,

A handwritten signature in black ink, appearing to read "Dennis M. Young", with a large, sweeping flourish extending to the left.

Dennis M. Young
Attorney

cc: M. Love



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Freddie Petett
Executive Director

404 COMMUNITY SERVICE CENTER

718 West Burnside

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January 13, 1983

M E E T I N G N O T I C E

To: UL Executive Committee

From: Dick Kishimoto, Chairman *D.K.*

Re: JANUARY MEETING

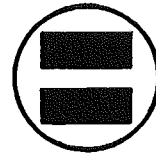
The January meeting of the Urban League Executive Committee will be held on Wednesday, January 19, 1983, beginning at 5:00 p.m. at Emanuel Hospital. The January Board of Directors meeting will convene immediately afterwards, at 6:00 p.m. Brenda will call Wednesday morning regarding your ability to attend. The information normally disseminated with this notice will be distributed at the meetings.

bp

A NATIONAL
URBAN LEAGUE
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A United Way Agency



The Urban League of Portland

404 COMMUNITY SERVICE CENTER
718 West Burnside
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January 13, 1983

MEETING NOTICE

To: Urban League Board of Directors
From: Dick Kishimoto, Chairman *DK*
RE: JANUARY MEETING

The January meeting of the Urban League Board of Directors will be held on Wednesday, January 19, 1983, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. Please call Pauline or Brenda by Wednesday morning and let one of them know if you will be attending the meeting. The information normally disseminated with this notice will be distributed at the meeting.

bp

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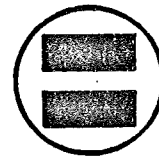
STAFF

Freddye Petelt
Executive Director

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The Urban League of Portland

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(503) 224-0151

January 19, 1983

MEMORANDUM

To: Freddy Petett

From: Carol J. Lentz 

Re: PDC Proposal

After receiving comments from Dennis Young of the National Urban League office, a candid meeting with Mike Goldwyn and Elisabeth Lyon of N.W. Strategies, (the firm that did the incubator feasibility analysis) and our own staff analysis, we have come to the following conclusions:

1. The incubator project as proposed cannot work.
2. The proposed Weimer Building would be too small for our needs and the incubator project.
3. The \$100,000 as a low interest loan is not enough money incentive to pursue the project.
4. If the \$100,000 was a grant or if PDC would put up \$300,000 it could be much more feasible - but at another location.
5. A different location of at least 20,000 square feet would have to be found to meet our needs and the incubator project.
6. The Urban League would need to be able to move all its offices (except Seniors) in order to provide a lease tenant and at least 70% of the rental income.

Recommendations

The Urban League actively pursue the following options:

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Freddy Petett
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A United Way Agency

(over)

1. Investigate acquisition of a building to centralize its offices independently.
2. Investigate acquisition of a building to centralize its offices in partnership with other investors.
3. Only if option 1 or 2 are feasible, see if the PDC proposed project could be a part of our building programs and submit a response to the PDC RFP.

We have identified a group of developers to work with us and also selected consultants to do the grants writing if we pursue the PDC proposal.

Suggested motion

The Board commit itself to pursue acquisition of a building to centralize Urban League programs and that the \$2,500 previously committed to hire a consultant be used to pursue the aforelisted recommendations.

CJL:pjr

URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS

EXECUTIVE COMMITTEE MEETING
January 19, 1983

PRESENT: Committee Members: Dick Kishimoto, Clair Silver, Joel Smith, and Donny Adair

Other Directors: Linda Torrence and Howard McElroy

Staff: Freddye Petett, Carol Lentz, and Brenda Polk

The Executive Committee meeting was called to order at 5:45 p.m. by Chairman Dick Kishimoto.

PDC PROPOSAL/ACQUISITION OF AN UL BUILDING

Carol Lentz reported that after receiving comments from NUL and meeting with several other individuals, the conclusion has been made that it is unfeasible for the League to pursue the PDC Incubator Proposal. The following documentation was distributed as backup for this conclusion (copies attached):

- * Review of PDC proposal done by Dennis Young of the National Urban League (dated December 29, 1982).
- * Memo from Carol Lentz to Freddye Petett, titled "Timeline for PDC Incubator Proposal" (dated January 2, 1983).
- * Memo from Carol Lentz to Freddye Petett, titled "PDC Proposal" (dated January 19, 1983).

After a brief discussion, it was decided that even though the PDC Proposal was not feasible, the Economic Development Committee would continue to actively pursue acquisition of a building which would house all UL programs.

Because of the lateness of the hour, the remainder of the business was tabled until the Board meeting.

The meeting adjourned at 6:00 p.m.

Brenda Polk

Submitted by Brenda Polk,
UL Executive Secretary

Attachments

URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS

JANUARY 19, 1983
6:00 P.M.

EMANUEL HOSPITAL -- RENHARD BOARD ROOM
2801 NORTH GANTENBEIN

AGENDA

- I. OVERVIEW OF WHITNEY M. YOUNG
LEARNING CENTER DAVID JACOBSEN

- II. ROLL CALL

- III. APPROVAL OF MINUTES

- IV. COMMITTEE REPORTS
 - * PERSONNEL OLLIE MORELAND
 - * FINANCE JOEL SMITH
 - * ECONOMIC DEVELOPMENT LINDA TORRENCE
 - * CONSTITUTION & BY-LAWS BILL JUNE

- V. EXECUTIVE DIRECTOR'S REPORT FREDDYE PETETT

- VI. CHAIRMAN'S REPORT DICK KISHIMOTO

- VII. UNFINISHED BUSINESS

- VIII. NEW BUSINESS

- IX. ADJOURNMENT

* * *

**URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS MEETING**

January 19, 1983

The January meeting of the Urban League Board of Directors, held in the Renhard Board Room at Emanuel Hospital, 2801 North Gantenbein, was called to order at 6:10 p.m. by Chairman Dick Kishimoto.

The following Directors were in attendance: Dick Kishimoto, Clair Silver, Joel Smith, Donny Adair, Bill June, Howard McElroy, Ollie Moreland, Bob Reed, Todd Sterling, Ben Talley, and Linda Torrence.

The following Directors were absent without excuse: Odessa Hendrix, Bill Hilliard, Lisa Manning, Richard Miller, Linda Rasmussen, Rhobert Shaw, and Carl Talton.

Staff in attendance were Freddye Petett, David Jacobsen, Carol Lentz, and Brenda Polk. Ocie Trotter of Standard Insurance Company was present for a portion of the meeting.

The minutes of the December 15th Board meeting were approved.

Ollie Moreland announced that he was married on January 1st.

OVERVIEW OF THE UL WHITNEY M. YOUNG LEARNING CENTER

David Jacobsen, Center Director, provided a summary of WMYLC's activities. The Center, located at St. Andrew's Community School, is a tutoring center administered by the Urban League of Portland. The Center is open from 3:00 - 9:00 p.m., Monday through Thursday during the school year. Staff includes one full-time director and two part-time instructors. The Center was established two years ago to assist students in Northeast Portland; as a result of their attendance at the Center, students have demonstrated an improved performance at school. One of the Center's main assets is that it provides a quiet, neutral environment in which to study. Instructors at the Center also help students develop better study habits. At the end of every grading period, school counselors and teachers are notified about students' attendance at the Center; instructors at the Center confer with teachers about student progress and ways in which the Center can help. Both students and parents have recognized the improvement the students have made after coming to the Center. The Center is currently funded under a contract from the Portland School District.

PERSONNEL COMMITTEE

UL Retirement and Disability Plans

Ollie Moreland reported that he has worked closely with Ocie Trotter of Standard Insurance Company, putting together a retirement and disability package for Urban League employees. (A copy of Ollie's written report is attached.)

UL BOARD OF DIRECTORS MEETING
January 19, 1983
Page 2

After a lengthy discussion, it was moved and seconded (Adair-Talley) that the Board approve the Tax Sheltered Annuity Retirement Program offered by Ocie Trotter of Standard Insurance Company, at an estimated annual cost of \$7,958. The motion passed. Clair Silver abstained (not enough information); Bill June abstained (came in in middle of discussion).

There was a short discussion on the possibility of UL employees opting to discontinue participation in the Federal Social Security System. It was moved and seconded (Smith-Silver) that Freddie submit a recommendation to the Board regarding what percentage of those funds now going to Social Security the League would contribute to the employee retirement plan should employees choose not to participate in Social Security. The motion passed.

The vote on adoption of a disability plan through Standard Insurance Company at an estimated annual cost of \$3,600 was tabled.

It was moved and seconded (Moreland-Adair) that the Personnel Committee develop a four to five-year projection of the financial impact to the League of implementing both a retirement program and a disability program. The motion passed.

Evaluation of Executive Director

Ollie stated that the Personnel Committee is moving forward with Freddie's annual evaluation; a progress report will be made at the next meeting.

FINANCE COMMITTEE

The financial summary as of December 31, 1982 was distributed. Joel Smith indicated that expenditures on all programs are on target, which indicates that programs are being monitored and progressing as planned.

ECONOMIC DEVELOPMENT COMMITTEE

Linda Torrence reported that the Portland Development Commission RFP for the Incubator Program was reviewed by the National Urban League. The review indicated that not enough money was allocated to complete the project, and unless co-investors were involved, the project was unfeasible. Linda indicated, however, that the committee will continue to pursue locating a building to house all the League's programs.

CONSTITUTION AND BY-LAWS COMMITTEE

It was decided to table the vote on the Constitution and By-laws revisions until the February meeting, thereby giving all Directors ample time to review the proposed changes. A notice of intent to vote on revisions will be mailed to all Directors.

EXECUTIVE DIRECTOR'S REPORT

1. The annual presentation before the United Way Allocation Panel is scheduled for February 14th at 3:00 p.m.
2. The format of the monthly report is being revised, and probably will be done quarterly from now on.
3. Recommendations for United Way Board members are due by the end of the month.
4. The League has petitioned to the Portland Teachers Credit Union for membership. PTCU's Board will review the application January 27th.
5. No further positive responses have been received for funding of the IBM Skills Training Center. The Fred Meyer Foundation has denied funding in their first round of allocations, however, future funding is still a possibility. Proposals will be submitted to other sources, namely the Murdock Foundation and the Oregon Community Foundation.
6. The Senior Center has applied to the Department of Transportation to purchase a van with federal capital assistance funds. Before the agreement can be approved by the Department of Transportation, a copy of the minutes indicating the Board's authorization to execute the agreement must be submitted. It was moved and seconded (Adair-Talley) to authorize the Chairman of the Board of Directors and the Executive Director to execute the agreement on behalf of the Urban League with the Department of Transportation, Public Transit Division, to obtain a van for use at the Senior Center. The motion passed.
7. David Roberts, a consultant who primarily works with non-profit organizations, has agreed to assist in putting together a strategy for an UL membership campaign. Donny Adair and Bill June volunteered to work with David.
8. The Annual Dinner and Regional Conference Planning Committees have been selected and meetings are planned.

CHAIRMAN'S REPORT

1. Karen Noble has submitted her resignation from the Board, as she is transferring to New York State.
2. Donny volunteered to oversee the completion of the United Way Agency Self-Evaluation Report.

OLD BUSINESS

Regarding the two houses which were offered to the League:

- * Clear title has been issued to the League for the house at 741 North Beech. It's a small, one-bedroom house, valued at \$15,080, and is in need of renovation and repair.
- * The house at 4805 Northeast 14th Place is no longer available.

The five-year plan is still incomplete -- both the Employment and Administration sections are missing. Ollie indicated that the Personnel Committee will complete the Administration section.

The meeting adjourned at 8:10 p.m.

Submitted by,

Brenda Polk

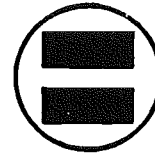
BRENDA POLK, Executive Secretary
Urban League of Portland

Reviewed and approved by,

Bruce Posey

BRUCE POSEY, Secretary
Urban League Board of Directors

Attachment



The Urban League of Portland

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404 COMMUNITY SERVICE CENTER
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February 11, 1983

M E E T I N G N O T I C E

To: Urban League Board of Directors

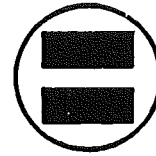
From: Dick Kishimoto, Chairman *DK*

Re: FEBRUARY MEETING

The February meeting of the Urban League Board of Directors will be held on Wednesday, February 16, 1983, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. It would be very helpful if you would call Pauline or Brenda by Wednesday morning and let one of them know if you will be attending the meeting.

bp

Don't forget to bring your copy of the revised Constitution and By-laws for discussion at the meeting.



The Urban League of Portland

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718 West Burnside
Portland, Oregon 97209
(503) 224-0151

February 11, 1983

M E E T I N G N O T I C E

To: UL Executive Committee
From: Dick Kishimoto, Chairman *DK*
Re: FEBRUARY MEETING

The February meeting of the Executive Committee is scheduled for Wednesday, February 16, 1983, beginning at 5:00 p.m. We will meet in Room 1035, Emanuel East (The Fireside Room) of Emanuel Hospital. The Board of Directors meeting will convene at 6:00 p.m. in the Renhard Board Room. It would be very helpful if you would call Brenda or Pauline and let one of them know if you will be able to attend the meetings.

bp

Don't forget to bring your copy of the revised Constitution and By-laws for discussion at the meeting.

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A United Way Agency

URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTOR'S

EXECUTIVE COMMITTEE MEETING
February 16, 1983

PRESENT: Committee Members: Dick Kishimoto, Bruce Posey, and Donny Adair

Staff: Freddye Petett, Carol Lentz, and Brenda Polk

The Executive Committee meeting was called to order at 5:00 p.m. by Chairman Dick Kishimoto.

The minutes of the previous meeting were approved.

Donny reported that he has met with Dick Getchell (the United Way Board liaison for the United Way Agency Self-Evaluation Study). They have established a timeline and plan to have the study completed by September, 1983. They will be varying slightly from the recommended procedure -- rather than establishing a separate Board task force to assist with completion of the evaluation, existing Board committees will be utilized.

Donny also reported that plans for the Jefferson HS Career Day are going well. Forty companies and the 280 members of the sophomore class will be participating.

Donny further reported that he substituted for Dick Kishimoto at the United Way Allocation Panel presentation Monday afternoon; he feels that the panel will respond favorably to the League's budget request.

Carol distributed the program financial status report for month ending January 31, 1983. She indicated that the YSC, SASC, and CSA grants are being expended at the projected rate, and that the general fund budget is being underexpended, which is desirable.

Carol reported that she has developed projections relative to the impact of implementing both a retirement program and a disability program for UL employees (as requested at the last Board meeting). This information will be forwarded to the Personnel Committee for their review and recommendation.

Carol further reported that she has been in contact with Norris & Stevens regarding the purchase of a building owned by them. It was moved a seconded (Adair-Posey) to support Freddye's recommendation and give authorization to continue to gather information/options on the building. The motion passed.

Freddye reported that KGW-TV will film a portion of the Board meeting for a segment being done on Lisa Manning.

The meeting adjourned at 5:50 p.m.

Brenda Polk
Submitted by Brenda Polk,
UL Executive Secretary

URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS

FEBRUARY 16, 1983
6:00 P.M.

EMANUEL HOSPITAL -- RENHARD BOARD ROOM
2801 NORTH GANTENBEIN

AGENDA

1. ROLL CALL
2. APPROVAL OF MINUTES
3. COMMITTEE REPORTS
 - * PERSONNEL OLLIE MORELAND
 - * FINANCE JOEL SMITH
 - * CONSTITUTION & BY-LAWS BILL JUNE
 - * ECONOMIC DEVELOPMENT LINDA TORRENCE
4. URBAN LEAGUE GUILD ODESSA HENDRIX
5. EXECUTIVE DIRECTOR'S REPORT
6. CHAIRMAN'S REPORT
7. UNFINISHED BUSINESS
8. NEW BUSINESS
9. ADJOURNMENT

* * *

**URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTOR'S MEETING**

February 16, 1983

The February meeting of the Urban League Board of Directors, held in the Renhard Board Room of Emanuel Hospital, 2801 North Gantenbein, was called to order at 6:10 p.m. by Chairman Dick Kishimoto.

The following Directors were in attendance: Dick Kishimoto, Clair Silver, Bruce Posey, Donny Adair, Jeana Woolley, Nellie Fox, Lisa Manning, and Ben Talley.

The following Directors had excused absences: Andrea Hollie, Richard Miller, and Ollie Moreland.

The following Directors were absent without excuse: Gwen Blake, Odessa Hendrix, Bill Hilliard, Bill June, Howard McElroy, John Pihás, Linda Rasmussen, Robert Reed, Rhobert Shaw, Joel Smith, Todd Sterling, Benita Stroughter, Carl Talton, and Linda Torrence.

Staff in attendance were Freddy Petett, Carol Lentz, and Brenda Polk.

Correction to minutes of January 19, 1983: Those Directors who had excused absences were omitted from the record. They are: Gwen Blake, Nellie Fox, Andrea Hollie, John Pihás, Bruce Posey, Benita Stroughter, and Jeana Woolley.

The minutes were approved as corrected.

UL RETIREMENT & DISABILITY PLANS

Carol Lentz reported that she has developed projections relative to the impact of implementing both a retirement program and a disability program for UL employees (as requested at the last meeting). This information will be forwarded to the Personnel Committee for their review and recommendation.

FINANCE COMMITTEE

The program financial status report for month ending January 31, 1983 was distributed. Carol reported that all funds are being expended at or under the projected rate.

ECONOMIC DEVELOPMENT COMMITTEE

Freddy reported that the committee has been meeting on various proposals regarding acquisition of a building, and should have a recommendation for the next Board meeting.

EXECUTIVE DIRECTOR'S REPORT

Freddye reported the following:

1. The Regional Conference will be held April 7-9th at the Marriott. The Annual Dinner is April 7th at the Jantzen Beach Red Lion. The Regional Conference Committee is planning a reception for conference participants on Friday, April 8th, at the Benj. Frank Plaza. The committee will also be responsible for arranging transportation for conference participants to attend the Annual Dinner.

The Conference agenda includes:

| | | |
|---------|------------|---|
| April 7 | 2:00 p.m. | Dues Hearing |
| April 7 | 7:30 p.m. | Annual Dinner |
| April 8 | 9:00 a.m. | Utilization of National Resources |
| April 8 | 10:30 a.m. | Regional Business Meetings |
| April 8 | 2:00 p.m. | Concurrent Workshops Juveniles and the Criminal Justice System, Chaired by Freddye Petett (open to the public) & Private Industry Councils, Chaired by Chuck Warner (open to the public) |
| April 8 | 6:30 p.m. | Reception |
| April 9 | 9:00 a.m. | Delegate Assembly Meeting |

2. Donny Adair, Carol Lentz, and Freddye made the presentation before the United Way Allocations Panel Monday afternoon. An 11 percent increase is being requested.
3. Bill June, Donny Adair, and Freddye met with David Roberts, a consultant, regarding development of a membership campaign. David will submit a proposal for review at the March meeting.
4. The Youth Service Center staff is putting together a proposal for submission to the Juvenile Services Commission which would allow for the expansion and enhancement of services at the Center.
5. The League's application for membership in the Portland Teacher's Credit Union has been approved.
6. Still attempting to raise money for the IBM Skills Training Center. Will be meeting with the Fred Meyer Foundation, the Murdock Foundation, and Tektronix. Approximately \$10,000 is needed to start the program; \$7,000 has been raised. A possible site for the program is space recently vacated by Termicold and this is being pursued.
7. Volunteers are needed to serve on the United Way Allocations Panel.

OLD BUSINESS

Donny Adair reported that he has begun working on the United Way Agency Self-Evaluation Study. Rather than establish a special Board committee to assist with completion of the study, existing Board committees will be utilized. Plans are to have the study completed by September, 1983.

CHAIRMAN'S REPORT

1. Chairpersons and committee members are to be complimented for their efforts on behalf of the League.
2. Will be traveling to New York May 3rd to attend the President's Council meeting.

NEW BUSINESS

1. Ben Talley was appointed to serve as chairperson of the Nominating Committee. Appointed to serve with him were Lisa Manning, Jeana Woolley, Nellie Fox, and Howard McElroy.

CONSTITUTION & BY-LAWS REVIEW

The revised working drafts of both the Constitution and the By-Laws were reviewed. Attached to these minutes are final working drafts which are intended for adoption at the March meeting.

The meeting adjourned at 8:30 p.m.

Submitted by,

Brenda Polk

BRENDA POLK, Executive Secretary
Urban League of Portland

Reviewed and approved by,

Bruce Posey

BRUCE POSEY, Secretary
Urban League Board of Directors

Attachments

CHECKLIST FOR URBAN LEAGUE BOARD MEMBERS

Yes

No

Sometimes/Somewhat

Are you familiar with the League's mission statement, long-range plans, and current policies?

Are you well informed about the type and quality of programs and services offered?

Are you informed about competing and complementary programs and services in the Northeast community?

Do you know the names of key staff reporting to the executive director?

Are you familiar with their job responsibilities?

Do you fully understand the League's financial statement?

Do you personally contribute regularly to the League's fundraising efforts?

In 1982 did you help secure a gift from an individual donor, corporation, or foundation?

Have you met with officials of the state or regional government agencies that interface with the League?

Do you have adequate opportunities to know your fellow directors?

Are you part of a well defined, functioning committee structure?

Are you satisfied with the level of attendance at board and committee meetings?

Are you satisfied with your Board's ability to attract community leaders to board service and committee chairmanships?

Are you satisfied that there is no real or apparent conflict of interest in the service of any of your board members?

CONSTITUTION OF THE URBAN LEAGUE OF PORTLAND
WORKING DRAFT

ARTICLE I - NAME

The name of this organization shall be the Urban League of Portland (League) and its duration shall be perpetual.

ARTICLE II - OBJECTIVES

Section 1. Objectives

1. To enable Blacks and other minority group members to cultivate and exercise their full human potential on par with all other Americans.
2. To conduct programs in education, employment and training, youth training and development, community services, and senior services designed to strengthen the growth and development of individuals and families.
3. To work with existing institutions -- public and private -- to provide services that will meet the needs of all minority groups and to assure the effective delivery of those services.
4. To advocate at all points in the educational, social, and economic structures where the interests of Blacks, other racial minorities, and the poor are at stake.
5. To publicize the problems of Blacks and other minorities that affect their full participation in educational, economic, employment, and social service programs.

Section 2. Status - The League is organized and will be operated exclusively to achieve the objectives described above and will not engage in any activity not permitted to organizations qualified under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended.

CONSTITUTION OF THE URBAN LEAGUE -- WORKING DRAFT

Page 2

No substantial part of the activities of the League shall involve the influencing of legislation. Neither this organization nor any officer or staff member acting in his/her capacity as officer or staff member shall participate or intervene in any political campaign for or against any candidate for public office.

ARTICLE III - MEMBERSHIP

Any person or organization which subscribes to the objectives of the League is eligible for membership. Upon payment of the membership dues as described in the By-Laws of the League, any eligible person or organization may become a member.

ARTICLE IV - BOARD OF DIRECTORS

Section 1. Composition and Quorum - The Board shall consist of fifteen persons, a majority of whom shall constitute a quorum. During their term of service, members of the Board must also be members of the League.

Section 2. Duties - A Board of Directors, serving without compensation, shall determine the overall policies, select the President, and conduct the affairs of the organization in keeping with the Constitution, the By-Laws, and sound management practices.

The Board shall annually approve the budget and contract for and approve a financial audit of the League.

Section 3. Term of Office - The term of office of the fifteen members shall be three years. One-third of the members shall be elected each year. No member of the Board shall serve more than two consecutive full terms. An individual having served two full terms will not be eligible for re-election for one year.

CONSTITUTION OF THE URBAN LEAGUE -- WORKING DRAFT

Page 3

Section 4. Nomination and Election - There shall be a Nominating Committee as provided in the By-Laws which shall nominate candidates for vacant Board positions. The Nominating Committee shall invite members of the League to nominate candidates for Board membership. The committee shall present the Board with the names and qualifications of all candidates whether nominated by members of the League or the committee itself along with the committee's recommendations. There shall be no nominations from the floor at membership meetings. The Board will elect its members in February or March of each year. Terms shall begin on the first of April.

Section 5. Conflict of Interest and Conflict of Loyalties - Persons having a material financial interest in the Urban League, the direction of its policies or its activities should not serve on the Board or the Advisory Council. The League also expects its Board and Advisory Council members to be substantially free of conflicts of loyalty which might color advice given, votes taken, or which might place the member in the position of acting to the detriment of the League's objectives.

Conflicts of interest or of loyalty which may occur from time to time must be openly disclosed to the Executive Committee.

Section 6. Removal from Office - The Board may on an affirmative vote of two-thirds of all the members, remove a member of the Board or of the Advisory Council from office for the failure of a member to maintain an active participation in the affairs of the organization or because of the existence of a material conflict of interest or significant conflict of loyalties.

Section 7. Board Meetings - The Board of Directors shall meet no less than 10 times per year.

CONSTITUTION OF THE URBAN LEAGUE -- WORKING DRAFT

Page 4

ARTICLE V - ELECTED POSITIONS AND THE EXECUTIVE COMMITTEE

Section 1. Officers of the Board - The Board will bi-annually elect from its own membership a Chairperson, a Chairperson-Elect, a Secretary and a Treasurer. Election shall be in February or March. Terms shall begin on the first of April.

The Chairperson-Elect will normally be the only nominee to succeed the Chairperson unless the Board determines that other nominees should be considered.

The Chairperson of the Board must have served on the Board a minimum of two years prior to election.

Section 2. The Executive Committee - The Executive Committee shall be comprised of the four elected officers of the Board plus one elected member drawn from the membership of the Board and elected at the time of the regular election of Board officers.

The term of office for all members of the Executive Committee shall be two years to begin on the first of April.

The Executive Committee shall prepare agendas for the full Board and discharge any functions delegated to it by a vote of a majority of a quorum of the Board.

Actions of the Executive Committee require approval of a majority of its five voting members.

The Treasurer shall also serve as Chair of the Finance Committee.

Section 3. Absence or Disability of Persons Serving in Elected Positions

1. **Absence** - During the absence of the Chairperson, the Chairperson-Elect shall preside over the Board and the Executive Committee meetings. In the absence of both, the Secretary shall preside.

2. **Inability to Perform** - The Board may, by an affirmative vote of two-thirds of all its members, determine that an officer or elected member of the Executive Committee is unable to perform his or her duties, for whatever reason, and may then declare an elected position vacant to be filled by a special election.

ARTICLE VI - ANNUAL REPORT TO THE MEMBERSHIP

The Board will issue an annual report to the membership on the activities and plans of the League and will solicit the views of the members of the League. The report will be issued shortly before the Annual Dinner for members and friends of the League unless the Board determines otherwise.

ARTICLE VII -- ADVISORY COUNCIL

Section 1. Composition and Size - The Board shall establish an Advisory Council of not more than 15 members who subscribe to the objectives of the League and who represent an interracial cross-section of the Portland metropolitan area. The President of the Urban League Guild shall be a member.

Section 2. Purpose of the Council - The Council shall serve as a resource to help further the League's objectives.

CONSTITUTION OF THE URBAN LEAGUE -- WORKING DRAFT

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Section 3. Nomination and Election - The Nominating Committee of the Board shall nominate candidates for the Advisory Council whom shall be elected by the Board.

Section 4. Term of Office - Terms shall be three years, with one-third of the Council elected annually at the time members of the Board are elected. No individual shall serve more than two terms consecutively. An individual having served a full term shall not be eligible for re-election for one year.

The elected President of the Urban League Guild shall serve as long as he/she holds that office.

Section 5. Meetings - The Council shall meet with the Board at least once a year to discuss the conditions and plans of the League, and its members should be available to act as resources for the League.

ARTICLE VIII - AFFILIATIONS

Section 1. National Urban League - The Urban League of Portland is an affiliate of the National Urban League, subscribes to its basic philosophy, objectives, program, and accepts the obligations inherent in such affiliation. The organization retains its autonomy in the administration of its affairs and in the adaptation of accepted Urban League methods to meet local needs and problems.

Section 2. United Way - The organization shall maintain affiliation with the United Way. It shall fulfill all obligations inherent in such affiliation.

CONSTITUTION OF THE URBAN LEAGUE -- WORKING DRAFT

Page 7

ARTICLE IX - PROCEDURES FOR AMENDING CONSTITUTION AND BY-LAWS

Section 1. Amendment of Constitution - This Constitution must be amended by a two-thirds vote of all the members of the Board of Directors in a roll call vote provided that the proposed amendment has been read and discussed at a regular Board Meeting and printed in full in a notice prior to the next meeting for a vote. The notice must be mailed to all Board Members at least two weeks before that meeting.

Section 2. Amendment of By-Laws - By-Laws must be amended by one-half of all members of the Board of Directors in a roll call vote provided that a quorum is present and the proposed amendment has been read and discussed at a regular Board Meeting and printed in full in a notice prior to the next meeting for a vote. The notice must be mailed to all Board Members at least two weeks before that meeting.

BY-LAWS OF THE URBAN LEAGUE OF PORTLAND
WORKING DRAFT

ARTICLE I - MEETINGS

Section 1. Membership Meetings - Meetings of the membership may be called at the discretion of the Chairperson of the Board, the President of the League, or a majority of the Board of Directors. No meetings are required.

Section 2. Board Meetings - Regular Board Meetings shall be held on the third Wednesday of each month, September through June, unless modified by a majority of the Board. Special meetings may be called by the Chairperson or at the request of one-third of the Board.

Section 3. Executive Committee - Meetings of the Executive Committee are called at the discretion of the Chairperson of the Board or the President of the League.

Section 4. Advisory Council - The Advisory Council shall meet at least once annually with the Board of Directors. Additional meetings may be called by a majority of the Board.

Section 5. Annual Dinner for Members and Friends of the League - The Annual Dinner shall be held in April unless the Board prescribes a different time.

ARTICLE II - RULES

The rules of procedure followed at meetings of the Board of Directors, committees of the Board, and the Executive Committee shall be Roberts Rules of Order.

ARTICLE III - DUES

The following annual dues schedule shall be in effect:

| <u>Individuals</u> | | <u>Groups, Businesses and Industries</u> | |
|--------------------|--------------------|--|----------------------|
| Student | \$ 5.00 (or more) | General | \$ 50.00 (or more) |
| General | \$ 10.00 (or more) | Contributing | \$ 100.00 (or more) |
| Contributing | \$ 25.00 (or more) | Sustaining | \$ 250.00 (or more) |
| Sustaining | \$100.00 (or more) | Supporting | \$1,000.00 (or more) |
| Executive | \$250.00 (or more) | | |

ARTICLE IV - NOMINATION AND ELECTIONS

Section 1. The Nominating Committee shall nominate candidates for the Board and for the Advisory Council. The procedures for the selection of candidates for both bodies shall be identical. The Nominating Committee shall recruit from the membership the names of appropriate prospective Board and Advisory Council members. The Committee shall screen all of the names received, select the candidates, and determine by direct contact the availability and willingness of prospective nominees to serve. The Committee shall present to the Board at its February or March meeting its slate of nominees together with a complete list of all the nominees in good standing in the League submitted by the membership and with the biographical data which the Constitution requires to accompany the names of the nominees. The Board shall have the final authority to select the nominees from all names submitted by the Nominating Committee. The action taken by the Board shall be reported by it at the Annual Dinner.

Section 2 Officers of the Board of Directors will be elected by the Board from nominees put forward by the members of the Board. Voting will be by secret ballot.

ARTICLE V - STANDING COMMITTEES

Section 1. The following standing committees are authorized:

Nominations: To nominate candidates for Board and Advisory Council positions. The Committee shall consist of four persons, two from the Board and two from the membership.

Membership: To organize and promote the membership campaign and to develop techniques and activities designed to secure and maintain an expanding membership.

Programs: To monitor and evaluate existing League programs and to develop proposals for new programs to serve the League's clients.

Fund Raising: To develop and implement fund raising programs.

Finance: To assist the President in developing a realistic budget for the organization. To develop the approach and procedure for presenting the budget to the United Way Allocations Panel. The Committee will monitor the League's financial performance and report to the Board periodically.

Personnel Committee: To evaluate the performance of the President and to make salary and employment recommendations to the Board regarding the President. The Committee is also responsible for monitoring and making recommendations regarding the League's organization and personnel practices.

BY-LAWS OF THE URBAN LEAGUE -- WORKING DRAFT

Page 4

Section 2. Committee Membership - The Chairperson of the Board shall appoint the Chairperson and membership of each committee. The Committee Chairperson shall be a member of the Board. Membership may be from the Board and the Advisory Council. The Chairperson of the Board and the President are ex-officio members of all standing committees.

Section 3. Committee Role - Standing committees shall be established to advise the Executive Committee and the Board.

ARTICLE VI - GUILD

The Urban League Guild of Portland shall be composed of supporters of the League. The Guild shall aid in the community-wide interpretation of the League's philosophy and objectives and supplement the League's budget through special financial efforts approved by the Board; it shall also perform those duties that may facilitate special activities sponsored by the League.

ARTICLE VII - STAFF

The Board shall hire a President who will hire, direct, and supervise other personnel as Urban League needs warrant. Their salary levels shall be recommended by the President and approved by the Board. The Board shall evaluate the performance of the President at least once a year.

BY-LAWS OF THE URBAN LEAGUE -- WORKING DRAFT

Page 5

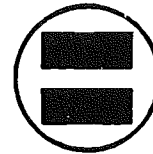
ARTICLE VIII - BUDGET AND CONTROL

Section 1. A detailed annual budget shall be adopted by the Board. The Executive Committee may approve modifications of the budget from time to time.

Section 2. All funds of the organization with the exception a petty cash fund (not to exceed \$50.00) shall be deposited in a insured financial institution to the account of the organization. Checks of the organization shall be signed by the President and/or an officer. The supervision and approval of expenditures shall be the responsibility of the President.

Section 3. Financial statements shall be prepared and filed in the organization's office. Such reports shall be submitted to the Board at each Board meeting.

Section 4. All financial transactions of the organization, its record books and accounts, shall be audited annually by a certified public accountant or a firm of certified public accountants approved by the Board.



The Urban League of Portland

OFFICERS

Richard Kishimoto
Chair

Benita Stroughter
First Vice Chair

Clair Silver
Second Vice Chair

Bruce Posey
Secretary

Joel Smith
Treasurer

Donny Adair
Member at Large

Jeana Woolley
Member at Large

BOARD OF DIRECTORS

Gwen Blake
Nellie Fox

Gayle Gemmell
Odessa Hendrix

William Hilliard
Andrea Hollie

William June
Lisa Manning

Howard McElroy
Richard Miller

Olvin Moreland
Karen Noble

John Pihas
Linda Rasmussen

Robert Reed
Robert Shaw

Ben Talley
Carl Talton

Linda Torrence

Todd Sterling, Ad Hoc

STAFF

Freddye Petett
Executive Director

404 COMMUNITY SERVICE CENTER
718 West Burnside
Portland, Oregon 97209
(503) 224-0151

March 11, 1983

M E E T I N G N O T I C E

To: UL Executive Committee

From: Dick Kishimoto, Chairman

Re: MARCH MEETINGS

The March meeting of the Executive Committee is scheduled for Wednesday, March 16, 1983, beginning at 5:00 p.m. We will meet in Room 1035, Emanuel East (the Fireside Room) of Emanuel Hospital.

The Board of Directors meeting will convene at 6:00 p.m. in the Renhard Board Room. It would be very helpful if you would call Brenda or Pauline and let one of them know if you will be able to attend the meetings.

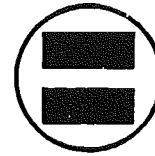
bp

Please note the meeting agenda on the reverse of this notice

A NATIONAL
URBAN LEAGUE
AFFILIATE



A United Way Agency



The Urban League of Portland

OFFICERS

Richard Kishimoto
Chair

Benita Stroughter
First Vice Chair

Clair Silver
Second Vice Chair

Bruce Posey
Secretary

Joel Smith
Treasurer

Donny Adair
Member at Large

Jeana Woolley
Member at Large

BOARD OF DIRECTORS

Gwen Blake
Nellie Fox
Gayle Gemmell
Odessa Hendrix
William Hilliard
Andrea Hollie
William June
Lisa Manning
Howard McElroy
Richard Miller
Olvin Moreland
Karen Noble
John Pihas
Linda Rasmussen
Robert Reed
Rhubert Shaw
Ben Talley
Carl Talton
Linda Torrence

Todd Sterling, Ad Hoc

STAFF

Freddie Petelt
Executive Director

A NATIONAL
URBAN LEAGUE
AFFILIATE



A United Way Agency

404 COMMUNITY SERVICE CENTER
718 West Burnside
Portland, Oregon 97209
(503) 224-0151

March 11, 1983

M E E T I N G N O T I C E

To: Urban League Board of Directors

From: Dick Kishimoto, Chairman

Re: MARCH MEETING

The March meeting of the Urban League Board of Directors will be held on Wednesday, March 16, 1983, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. Please call Pauline or Brenda by Wednesday morning and let one of them know if you will be attending the meeting.

bp

Please note the meeting agenda on the reverse of this notice.

URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS

MARCH 16, 1983
6:00 P.M.

EMANUEL HOSPITAL -- RENHARD BOARD ROOM
2801 NORTH GANTENBEIN

AGENDA

1. ROLL CALL
2. APPROVAL OF MINUTES
3. COMMITTEE REPORTS
 - * PERSONNEL OLLIE MORELAND
 - * FINANCE JOEL SMITH
 - * CONSTITUTION & BY-LAWS BILL JUNE
 - * ECONOMIC DEVELOPMENT LINDA TORRENCE
 - * NOMINATING BEN TALLEY
4. URBAN LEAGUE GUILD ODESSA HENDRIX
5. EXECUTIVE DIRECTOR'S REPORT
6. CHAIRMAN'S REPORT
7. UNFINISHED BUSINESS
8. NEW BUSINESS
9. ADJOURNMENT

* * *

URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
MARCH 16, 1983

PRESENT: Committee Members: Dick Kishimoto, Benita Stroughter, and Donny Adair

Staff: Freddye Petett, Carol Lentz, and Brenda Polk

The Executive Committee meeting was called to order at 5:00 p.m. by Chairman Dick Kishimoto.

Benita reported that plans for the Regional Conference are going well. Tri-Met has donated the use of a bus and a Tri-Met driver has volunteered to drive conference participants from the Marriott to the Jantzen Beach Red Lion for the annual dinner. Plans are being finalized for the hospitality suite and for the reception. In addition to their registration packet, each delegate will receive an information packet on Portland. The cost for hosting the conference will be approximately \$693.00, which is already budgeted for in the UL budget.

Freddye distributed the Financial Status report of February 28, 1983 and indicated that all spending is on target.

Freddye indicated that Carol will give an update on the progress of negotiations on the purchase of the Walnut Park Office Building at the Board meeting. (See memo dated March 16, 1983 attached to the March Board minutes.)

Freddye reported that she has been selected as a 1983 Kellogg Foundation Fellow. Approval to participate in the three-year program will be requested at the Board meeting.

Dick reported that NW Natural Gas has donated \$600 for the IBM Skills Training Center.

The Executive Committee meeting adjourned at 5:50 p.m. and convened in executive session immediately thereafter.

Brenda Polk
Submitted by Brenda Polk,
UL Executive Secretary

**URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS MEETING**

March 16, 1983

The March meeting of the Urban League Board of Directors, held in the Renhard Board Room of Emanuel Hospital, 2801 North Gantenbein, was called to order at 6:00 p.m. by Chairman Dick Kishimoto.

The following Directors were in attendance: Dick Kishimoto, Benita Stroughter, Donny Adair, Jeana Woolley, Andrea Hollie, Richard Miller, Ollie Moreland, Linda Rasmussen, Rhobert Shaw, Ben Talley, and Linda Torrence.

The following Directors had excused absences: Nellie Fox, Bill June, and Joel Smith.

The following Directors were absent without excuse: Gwen Blake, Odessa Hendrix, Bill Hilliard, Lisa Manning, Howard McElroy, John Pihlas, Bruce Posey, Robert Reed, Clair Silver, Todd Sterling, and Carl Talton.

Staff in attendance were Freddy Petett, Carol Lentz, and Brenda Polk.

The minutes of the February 16th meeting were approved.

PERSONNEL COMMITTEE

Ollie Moreland reported that the committee is working on Freddy's evaluation, which will be completed by the next meeting. The administration section of the five-year plan is still outstanding, however, the committee will begin its finalization soon. Regarding the retirement and disability plan which was recently approved by the Board, one concern to be addressed by the Personnel Committee is the projection done by the Finance Director indicating that if there is no employee turnover, the cost of the program would be approximately \$25,000 annually at the end of five years.

FINANCE COMMITTEE

Carol Lentz distributed the UL financial status report as of February 29, 1983. Carol indicated that all spending is on target. Next month's report will include the first quarter balance sheet.

CONSTITUTION & BY-LAWS

It was moved and seconded (Torrence-Moreland) that the Urban League Constitution & By-laws, as discussed and amended during the last two Board meetings, be adopted. The motion passed. (Copies of each are attached to these minutes.)

Donny reviewed the Board/Advisory Committee transition plan he developed. After a short discussion it was decided that Linda Torrence and Richard Miller would be asked to serve on the Advisory Committee, as they are both at the end of their second term; Bill Hilliard and Gwen Blake would also be asked to serve on the Advisory Committee. Benita Stroughter and Jeana Woolley volunteered to step down from their Executive Committee positions, since Executive Committee members are to serve two-year terms, and their second Board terms end in 1984. It was decided that a special UL Board meeting would be called next Wednesday, March 23, 1983, beginning at 6:00 p.m. at the regular meeting place to act on the Nominating Committee's recommendations relating to membership on the Board, membership on the Advisory Council, and the slate of officers for 1983-85.

ECONOMIC DEVELOPMENT COMMITTEE

Linda Torrence indicated that the Economic Development Committee would be reporting every other month, rather than monthly.

Carol Lentz reported that she has been gathering information relative to the purchase of the Walnut Park Office Building. (See attached memo dated March 16, 1983.) After a brief discussion, it was moved and seconded (Adair-Shaw) that Board authorization be given to permit continuation of the investigation on the purchase of the Walnut Park Office Building. The motion passed.

REGIONAL CONFERENCE PLANNING COMMITTEE

Benita Stroughter reviewed the conference agenda. She reported Tri-Met has donated a bus and a Tri-Met driver has volunteered to drive the conference participants from the Marriott to the Jantzen Beach Red Lion for the annual dinner. A hospitality suite for conference participants will be open at the Marriott all day on Friday, snacks and beverages will be provided. A reception for conference participants, Board members, and UL executive staff members will be held Friday evening at the Benjamin Franklin Plaza. In addition to their registration packet, each delegate will receive an informational packet on Portland. The cost for hosting the conference will be approximately \$693.00, which is already budgeted for in the UL budget.

ANNUAL DINNER COMMITTEE

Andrea Hollie reported that plans for the dinner continue; publicity is being developed, including newspaper articles, PSA's, and television and radio appearances. The attendance goal is 1,000 people. Board members will be asked to make follow-up calls to corporations to encourage their purchase of tables. A no-host reception will follow the dinner.

TENNIS TOURNAMENT

Donny Adair reported that plans for the the annual tennis tournament have started. Sponsors who have already committed to help are Miller Brewing, Osborne & Ulland, Mr. Tennis, and possibly Nike. A meeting has been held with the Director of Cablesystems' Sports Station regarding televising the finals.

EXECUTIVE DIRECTOR'S REPORT

1. A family luncheon (to include Board members, staff members, and the Guild) is being planned for noon on April 7th with John Jacob, place TBA.
2. Notification has been received from United Way that most agencies will receive a 2-4% budget increase for FY 83/84. Increased emphasis will be given to the most vulnerable populations, while less emphasis will be given to recreation, informal education, research, and health care. Allocation increases depend totally on the Allocations Panel. One member of the panel recently took a tour of UL programs and projects and was favorably impressed.
3. Freddye reported that she has been selected as a 1983 Kellogg Foundation Fellow. It is a three-year program which will allow her to stay on the job, but she will spend up to 25% of her time in a self-directed study program. Her topic of study will be cable communications and computer systems and the interaction of them for minority communities and non-profit organizations. The League will receive 12-1/2% of her base salary while she is a participant in the program. Participation on most other outside activities will be limited. Executive staff members will be asked to fill in whenever possible; another option is hiring a part-time administrative assistant with money received from the Kellogg Foundation coupled with money allocated in the budget for resource development. It is not clear whether the self-directed study program will occur in Portland or on a college campus. There are two one-week annual seminars which Fellows are required to attend (this year they are the last week in June and the first week in November). Board approval and a letter from the Board Chairman authorizing her participation in the program are needed. Approval of participation was delayed until next week at the Special Board meeting, giving Freddye time to ascertain time requirements and whether study will take place out-of-town.

PRESIDENT'S REPORT

Chairman Kishimoto shared a letter he received from John Jacob, relating to the need for Board members to be aware of their responsibilities and activities of their League.

UL BOARD OF DIRECTORS
March 16, 1983
Page 4

The regular meeting adjourned at 7:55 p.m. and the Board convened in executive session immediately thereafter.

Submitted by,

Brenda Polk
BRENDA POLK, Executive Secretary
Urban League of Portland

Reviewed & Approved by,

Bruce Posey
BRUCE POSEY, Secretary
Urban League Board of Directors

March 16, 1983

ADDENDUM TO UL BOARD MEETING MINUTES OF MARCH
16, 1983:

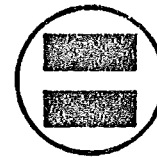
Executive Session -- (8:10 p.m.)

During the Executive Session called by the Chairman Dick Kishimoto, a motion was made by Benita Stroughter and seconded by Ollie Moreland to increase the President's (Freddie Petett) salary effective April 1, 1983 to \$40,260 annually. The motion was unanimously passed by the Board of Directors.



DICK KISHIMOTO, CHAIRMAN

bp



The Urban League of Portland

404 COMMUNITY SERVICE CENTER
718 West Burnside
Portland, Oregon 97209
(503) 224-0151

OFFICERS

Richard Kishimoto
Chair

Benita Stroughter
First Vice Chair

Clair Silver
Second Vice Chair

Bruce Posey
Secretary

Joel Smith
Treasurer

Donny Adair
Member at Large

Jeana Woolley
Member at Large

BOARD OF DIRECTORS

Gwen Blake
Nellie Fox
Gayle Gemmell
Odessa Hendrix
William Hilliard
Andrea Hollie
William June
Lisa Manning
Howard McElroy
Richard Miller
Olvin Moreland
Karen Noble
John Pihas
Linda Rasmussen
Robert Reed
Rhobert Shaw
Ben Talley
Cari Talton
Linda Torrence

Todd Sterling, Ad Hoc

STAFF

Freddie Petett
Executive Director

March 16, 1983

MEMORANDUM

To: Freddie Petett, Executive Director

From: Carol Lentz, Director of Finance *Carol*

Re: Acquisition of Walnut Park Building

The following is the projected income level with present tenants:

| | | |
|--|---------------|---------------|
| Montgomery Wards | \$44,000 | |
| POIC | 98,700 | |
| Tektronix | 27,624 | |
| Dept. of Human Resources | 76,305 | |
| Urban League | <u>35,263</u> | |
| Sub-total (rents) | | \$281,892 |
| Other Incomes: (utility by-backs and cost escalators) | | <u>42,453</u> |
| Total Projected Income Under Present Conditions | | \$ 324,345 |

Present Building Expenses:

| | | |
|------------------------------------|---------------|----------------|
| Property Tax | 15,000 | |
| Insurance | 7,133 | |
| Utilities | 49,253 | |
| Repairs & Maintenance(contract) | 8,000 | |
| Supplies & Misc. | 1,782 | |
| * Payroll (Superintendent 1/2 FTE) | 7,700 | |
| * Management (4% fee) | 12,000 | |
| * Janitorial Contract | <u>24,000</u> | |
| Total Expenses Before Debt Service | | <u>124,868</u> |

POTENTIAL NET INCOME BEFORE DEBT SERVICE \$ 199,477

*These costs could be cut easily by internal management if we were to lose significant income.

A NATIONAL
URBAN LEAGUE
AFFILIATE



United Way Agency

MEMO

To: Freddy Petett
From: Carol Lentz
Re: Building Acquisition
March 16, 1983

Options of Offers to Owner:

- 1) Offer 1.5 million with \$200,000 down and owner carry contract at 10% for 1.3 million for 10 years with option for additional 7 years. The \$200,000 down would be a \$100,000 - 3% loan from PDC and a \$100,000-4% loan from PDC. Approximate debt service costs annually - \$145,000
- 2) Offer 1.3 million with \$650,000 down and owner carry contract for \$650,000 at 10%. Down payment would be made up of \$200,000 from PDC as above and \$450,000 by conventional means at 14%. Approximate debt service cost annually \$151,000.

With either offer, potentially we would have net income of approximately \$50,000 annually.

This looks great at first glance, but we have no surety of continuation of present leases. The lease for POIC is up as early as 9/30/83 with others falling due between then and 8/30/84.

The building is potentially a great investment, but some very careful research needs to be done before we make a firm offer.

I would suggest we select an "agent" or neutral party who would contact Montgomery Wards, POIC, Department of Human Resources and Tektronix to get a commitment on what their space needs and plans are through the next 3 years minimum. (By April 1st)

Once this information is obtained, we can look at the different options available for insuring stable income sources. If we can reasonably assure stable income, I think we should make an offer on the building.

As a part of the earnest money agreement we could stipulate there would be no loss of money and that acceptance would be contingent on:

- 1-Satisfactory structural engineering report (to include heating system);
- 2-Satisfactory appraisal;
- 3-Ability to receive financing;
- 4-Owner will carry the contract at 10% interest for 10 years (amortized over 30 years) with an option of extension at current interest rates not to exceed an additional 3% for another 7 years.
- 5-No penalty for quick pay-off.
- 6-We have 90 days to complete the above listed items.

Following these suggestions, we would make a decision on feasibility by April 1st, if project looks plausible, we would make an offer by April 8th, complete necessary earnest agreement criteria by no later than July 7th and be relocated by October 1st.

LOVELL JONES LOVELL JONES LOVELL JONES

**CONSTITUTION OF THE URBAN LEAGUE OF PORTLAND
ADOPTED MARCH 16, 1983**

ARTICLE I - NAME

The name of this organization shall be the Urban League of Portland (League) and its duration shall be perpetual.

ARTICLE II - OBJECTIVES

Section 1. Objectives

1. To enable Blacks and other minority group members to cultivate and exercise their full human potential on par with all other Americans.
2. To conduct programs in education, employment and training, youth training and development, community services, and senior services designed to strengthen the growth and development of individuals and families.
3. To work with existing institutions -- public and private -- to provide services that will meet the needs of all minority groups and to assure the effective delivery of those services.
4. To advocate at all points in the educational, social, and economic structures where the interests of Blacks, other racial minorities, and the poor are at stake.
5. To publicize the problems of Blacks and other minorities that affect their full participation in educational, economic, employment, and social service programs.

Section 2. Status - The League is organized and will be operated exclusively to achieve the objectives described above and will not engage in any activity not permitted to organizations qualified under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended.

No substantial part of the activities of the League shall involve the influencing of legislation. Neither this organization nor any officer or staff member acting in his/her capacity as officer or staff member shall participate or intervene in any political campaign for or against any candidate for public office.

ARTICLE III - MEMBERSHIP

Any person or organization which subscribes to the objectives of the League is eligible for membership. Upon payment of the membership dues as described in the By-Laws of the League, any eligible person or organization may become a member.

CONSTITUTION OF THE URBAN LEAGUE OF PORTLAND
Page 2

ARTICLE IV - BOARD OF DIRECTORS

Section 1. Composition and Quorum - The Board shall consist of fifteen persons, a majority of whom shall constitute a quorum. During their term of service, members of the Board must also be members of the League.

Section 2. Duties - A Board of Directors, serving without compensation, shall determine the overall policies, select the President, and conduct the affairs of the organization in keeping with the Constitution, the By-Laws, and sound management practices.

The Board shall annually approve the budget and contract for and approve a financial audit of the League.

Section 3. Term of Office - The term of office of the fifteen members shall be three years. One-third of the members shall be elected each year. No member of the Board shall serve more than two consecutive full terms. An individual having served two full terms will not be eligible for re-election for one year.

Section 4. Nomination and Election - There shall be a Nominating Committee as provided in the By-Laws which shall nominate candidates for vacant Board positions. The Nominating Committee shall invite members of the League to nominate candidates for Board membership. The committee shall present the Board with the names and qualifications of all candidates whether nominated by members of the League or the committee itself along with the committee's recommendations. There shall be no nominations from the floor at membership meetings. The Board will elect its members in February or March of each year. Terms shall begin on the first of April.

Section 5. Conflict of Interest and Conflict of Loyalties - Persons having a material financial interest in the Urban League, the direction of its policies or its activities should not serve on the Board or the Advisory Council. The League also expects its Board and Advisory Council members to be substantially free of conflicts of loyalty which might color advice given, votes taken, or which might place the member in the position of acting to the detriment of the League's objectives.

Conflicts of interest or of loyalty which may occur from time to time must be openly disclosed to the Executive Committee.

Section 6. Removal from Office - The Board may on an affirmative vote of two-thirds of all the members, remove a member of the Board or of the Advisory Council from office for the failure of a member to maintain an active participation in the affairs of the organization or because of the existence of a material conflict of interest or significant conflict of loyalties.

Section 7. Board Meetings - The Board of Directors shall meet no less than 10 times per year.

ARTICLE V - ELECTED POSITIONS AND THE EXECUTIVE COMMITTEE

Section 1. Officers of the Board - The Board will bi-annually elect from its own membership a Chairperson, a Chairperson-Elect, a Secretary and a Treasurer. Election shall be in February or March. Terms shall begin on the first of April.

The Chairperson-Elect will normally be the only nominee to succeed the Chairperson unless the Board determines that other nominees should be considered.

The Chairperson of the Board must have served on the Board a minimum of two years prior to election.

Section 2. The Executive Committee - The Executive Committee shall be comprised of the four elected officers of the Board plus one elected member drawn from the membership of the Board and elected at the time of the regular election of Board officers.

The term of office for all members of the Executive Committee shall be two years to begin on the first of April.

The Executive Committee shall prepare agendas for the full Board and discharge any functions delegated to it by a vote of a majority of a quorum of the Board.

Actions of the Executive Committee require approval of a majority of its five voting members.

The Treasurer shall also serve as Chair of the Finance Committee.

Section 3. Absence or Disability of Persons Serving in Elected Positions

1. Absence - During the absence of the Chairperson, the Chairperson-Elect shall preside over the Board and the Executive Committee meetings. In the absence of both, the Secretary shall preside.

2. Inability to Perform - The Board may, by an affirmative vote of two-thirds of all its members, determine that an officer or elected member of the Executive Committee is unable to perform his or her duties, for whatever reason, and may then declare an elected position vacant to be filled by a special election.

ARTICLE VI - ANNUAL REPORT TO THE MEMBERSHIP

The Board will issue an annual report to the membership on the activities and plans of the League and will solicit the views of the members of the League. The report will be issued shortly before the Annual Dinner for members and friends of the League unless the Board determines otherwise.

CONSTITUTION OF THE URBAN LEAGUE OF PORTLAND

Page 4

ARTICLE VII -- ADVISORY COUNCIL

Section 1. Composition and Size - The Board shall establish an Advisory Council of not more than 15 members who subscribe to the objectives of the League and who represent an interracial cross-section of the Portland metropolitan area. The President of the Urban League Guild shall be a member.

Section 2. Purpose of the Council - The Council shall serve as a resource to help further the League's objectives.

Section 3. Nomination and Election - The Nominating Committee of the Board shall nominate candidates for the Advisory Council whom shall be elected by the Board.

Section 4. Term of Office - Terms shall be three years, with one-third of the Council elected annually at the time members of the Board are elected. No individual shall serve more than two terms consecutively. An individual having served a full term shall not be eligible for re-election for one year.

The elected President of the Urban League Guild shall serve as long as he/she holds that office.

Section 5. Meetings - The Council shall meet with the Board at least once a year to discuss the conditions and plans of the League, and its members should be available to act as resources for the League.

ARTICLE VIII - AFFILIATIONS

Section 1. National Urban League - The Urban League of Portland is an affiliate of the National Urban League, subscribes to its basic philosophy, objectives, program, and accepts the obligations inherent in such affiliation. The organization retains its autonomy in the administration of its affairs and in the adaptation of accepted Urban League methods to meet local needs and problems.

Section 2. United Way - The organization shall maintain affiliation with the United Way. It shall fulfill all obligations inherent in such affiliation.

ARTICLE IX - PROCEDURES FOR AMENDING CONSTITUTION AND BY-LAWS

Section 1. Amendment of Constitution - This Constitution must be amended by a two-thirds vote of all the members of the Board of Directors in a roll call vote provided that the proposed amendment has been read and discussed at a regular Board Meeting and printed in full in a notice prior to the next meeting for a vote. The notice must be mailed to all Board Members at least two weeks before that meeting.

Section 2. Amendment of By-Laws - By-Laws must be amended by one-half of all members of the Board of Directors in a roll call vote provided that a quorum is present and the proposed amendment has been read and discussed at a regular Board Meeting and printed in full in a notice prior to the next meeting for a vote. The notice must be mailed to all Board Members at least two weeks before that meeting.

BY-LAWS OF THE URBAN LEAGUE OF PORTLAND
ADOPTED MARCH 16, 1983

ARTICLE I - MEETINGS

Section 1. Membership Meetings - Meetings of the membership may be called at the discretion of the Chairperson of the Board, the President of the League, or a majority of the Board of Directors. No meetings are required.

Section 2. Board Meetings - Regular Board Meetings shall be held on the third Wednesday of each month, September through June, unless modified by a majority of the Board. Special meetings may be called by the Chairperson or at the request of one-third of the Board.

Section 3. Executive Committee - Meetings of the Executive Committee are called at the discretion of the Chairperson of the Board or the President of the League.

Section 4. Advisory Council - The Advisory Council shall meet at least once annually with the Board of Directors. Additional meetings may be called by a majority of the Board.

Section 5. Annual Dinner for Members and Friends of the League - The Annual Dinner shall be held in April unless the Board prescribes a different time.

ARTICLE II - RULES

The rules of procedure followed at meetings of the Board of Directors, committees of the Board, and the Executive Committee shall be Roberts Rules of Order.

ARTICLE III - DUES

The following annual dues schedule shall be in effect:

| <u>Individuals</u> | | <u>Groups, Businesses and Industries</u> | |
|--------------------|--------------------|--|----------------------|
| Student | \$ 5.00 (or more) | General | \$ 50.00 (or more) |
| General | \$ 10.00 (or more) | Contributing | \$ 100.00 (or more) |
| Contributing | \$ 25.00 (or more) | Sustaining | \$ 250.00 (or more) |
| Sustaining | \$100.00 (or more) | Supporting | \$1,000.00 (or more) |
| Executive | \$250.00 (or more) | | |

ARTICLE IV - NOMINATION AND ELECTIONS

Section 1. The Nominating Committee shall nominate candidates for the Board and for the Advisory Council. The procedures for the selection of candidates for both bodies shall be identical. The Nominating Committee shall recruit from the membership the names of appropriate prospective Board and Advisory Council members. The Committee shall screen all of the names received, select the candidates, and determine by direct contact the availability and willingness of prospective nominees to serve. The Committee shall present to the Board at its

BY-LAWS OF THE URBAN LEAGUE OF PORTLAND
PAGE 2

February or March meeting its slate of nominees together with a complete list of all the nominees in good standing in the League submitted by the membership and with the biographical data which the Constitution requires to accompany the names of the nominees. The Board shall have the final authority to select the nominees from all names submitted by the Nominating Committee. The action taken by the Board shall be reported by it at the Annual Dinner.

Section 2 Officers of the Board of Directors will be elected by the Board from nominees put forward by the members of the Board. Voting will be by secret ballot.

ARTICLE V - STANDING COMMITTEES

Section 1. The following standing committees are authorized:

Nominations: To nominate candidates for Board and Advisory Council positions. The Committee shall consist of four persons, two from the Board and two from the membership.

Membership: To organize and promote the membership campaign and to develop techniques and activities designed to secure and maintain an expanding membership.

Programs: To monitor and evaluate existing League programs and to develop proposals for new programs to serve the League's clients.

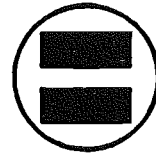
Fund Raising: To develop and implement fund raising programs.

Finance: To assist the President in developing a realistic budget for the organization. To develop the approach and procedure for presenting the budget to the United Way Allocations Panel. The Committee will monitor the League's financial performance and report to the Board periodically.

Personnel Committee: To evaluate the performance of the President and to make salary and employment recommendations to the Board regarding the President. The Committee is also responsible for monitoring and making recommendations regarding the League's organization and personnel practices.

Section 2. Committee Membership - The Chairperson of the Board shall appoint the Chairperson and membership of each committee. The Committee Chairperson shall be a member of the Board. Membership may be from the Board and the Advisory Council. The Chairperson of the Board and the President are ex-officio members of all standing committees.

Section 3. Committee Role - Standing committees shall be established to advise the Executive Committee and the Board.



The Urban League of Portland

404 COMMUNITY SERVICE CENTER
718 West Burnside
Portland, Oregon 97209
(503) 224-0151

March 18, 1983

M E M O R A N D U M

To: UL Board of Directors

From: Dick Kishimoto, Chairman *DK.bp*

OFFICERS

Richard Kishimoto
Chair

Benita Stroughter
First Vice Chair

Clair Silver
Second Vice Chair

Bruce Posey
Secretary

Joel Smith
Treasurer

Donny Adair
Member at Large

Jeana Woolley
Member at Large

BOARD OF DIRECTORS

Gwen Blake
Nellie Fox
Odessa Hendrix
William Hilliard
Andrea Hollie
William June
Lisa Manning
Howard McElroy
Richard Miller
Olvin Moreland
Karen Noble
John Pihas
Linda Rasmussen
Robert Reed
Rhobert Shaw
Ben Talley
Cari Talton
Linda Torrence

Todd Sterling, Ad Hoc

STAFF

Freddie Petett
Executive Director

1. At the last Board meeting (March 16th), we decided there was a need to schedule a special meeting to elect officers and new Board members. This meeting will be held Wednesday, March 23, 1983, beginning at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. I am requesting full participation of all Board members for this very important meeting. The meeting will not last long and will enable us to introduce our officers and members at the annual dinner. Please call Brenda Polk (224-0151) as soon as possible and let her know if you will be able to attend.
2. If you haven't received your invitation to the annual dinner (it's April 7th), please let Brenda know and she will mail you one. Also, a luncheon, to include Urban League staff, Board, and Guild members and the Annual Dinner Committee, is being planned with John Jacob, for noon on April 7th (the place has not been determined, but you will be notified). Please mark your calendars for both events.

DK/bp

A NATIONAL
URBAN LEAGUE
AFFILIATE



A United Way Agency

URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS

SPECIAL BOARD MEETING
MARCH 23, 1983

The Special Board meeting of the Urban League Board of Directors was called to order by Chairman Dick Kishimoto at 6:00 p.m.

The following Directors were in attendance: Dick Kishimoto, Clair Silver, Bruce Posey, Joel Smith, Donny Adair, Nellie Fox, Andrea Hollie, Lisa Manning, Richard Miller, Ollie Moreland, Linda Rasmussen, Rhobert Shaw, Todd Sterling, Ben Talley, and Linda Torrence.

Brenda Polk was in attendance representing UL staff. Freddy Petett was not in attendance, as she was in Kansas City attending a NUL Executive Council meeting.

NOMINATING COMMITTEE

Ben Talley submitted the following as the Nominating Committee's 1983-84 recommendation for the Board, for the Advisory Council, and for officers of the Board:

Board:

| | |
|-------------------|-------------------|
| Donny Adair | Linda Rasmussen |
| Nellie Fox | Rhobert Shaw |
| Richard Kishimoto | Clair Silver |
| Lisa Manning | Joel Smith |
| Howard McElroy | Benita Stroughter |
| Ollie Moreland | Ben Talley |
| John Pihas | Jeana Woolley |
| Bruce Posey | |

Advisory Council:

| | |
|----------------|-------------------|
| Gwen Blake | Richard A. Miller |
| Odessa Hendrix | Robert Reed |
| Bill Hilliard | Carl Talton |
| Bill June | Linda Torrence |

Officers:

| | |
|-----------------|-------------------|
| Chairman | Richard Kishimoto |
| Chairman Elect | Donny Adair |
| Secretary | Bruce Posey |
| Treasurer | Joel Smith |
| Member-at-Large | Benita Stroughter |

After a brief discussion, it was moved and seconded (Silver-Moreland) that the recommendations of the Nominating Committee be accepted. The motion passed.

UL BOARD OF DIRECTORS
Special Board Meeting
March 23, 1983
Page 2

COMMITTEE APPOINTMENTS

The following committee chairmen were appointed or reappointed:

| | |
|--------------------------------|-------------------|
| Finance Committee | Joel Smith |
| Economic Development Committee | Howard McElroy |
| Personnel Committee | Ollie Moreland |
| Program Committee | Jeana Woolley |
| Membership Committee | Benita Stroughter |
| Nominating Committee | Ben Talley |
| By-Laws Committee | Linda Rasmussen |

Linda Torrence will continue her membership on the Economic Development Committee. Donny Adair will become a member of the Membership Committee.

At the next meeting a vote will be taken to amend the By-laws (Article V) to include the Economic Development Committee as a standing committee.

FREDDYE'S KELLOGG FOUNDATION SELECTION

Dick Kishimoto distributed a letter he received from the Kellogg Foundation outlining Freddy's obligations to the Foundation. Dick reported that the bulk of Freddy's study will be done in Portland, however two one-week out-of-town meetings per year are required. The Kellogg Foundation will donate 12-1/2% of Freddy's salary to the Urban League to compensate for the 25% of her time she will be involved in her project. Joel Smith indicated that the Finance Director will be directed to establish a set of rules to govern this donation. After a brief discussion, it was moved and seconded (Fox-Shaw) to approve Freddy's participation in the Kellogg Foundation Fellowship Program. The motion passed.

The meeting adjourned at 6:50 p.m.

Submitted by,

Brenda Polk
BRENDA POLK, Executive Secretary
Urban League of Portland

Reviewed & Approved by,

Bruce Posey sep
BRUCE POSEY, Secretary
Urban League Board of Directors

BY-LAWS OF THE URBAN LEAGUE OF PORTLAND
PAGE 3

ARTICLE VI - GUILD

The Urban League Guild of Portland shall be composed of supporters of the League. The Guild shall aid in the community-wide interpretation of the League's philosophy and objectives and supplement the League's budget through special financial efforts approved by the Board; it shall also perform those duties that may facilitate special activities sponsored by the League.

ARTICLE VII - STAFF

The Board shall hire a President who will hire, direct, and supervise other personnel as Urban League needs warrant. Their salary levels shall be recommended by the President and approved by the Board. The Board shall evaluate the performance of the President at least once a year.

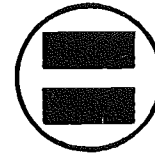
ARTICLE VIII - BUDGET AND CONTROL

Section 1. A detailed annual budget shall be adopted by the Board. The Executive Committee may approve modifications of the budget from time to time.

Section 2. All funds of the organization with the exception a petty cash fund (not to exceed \$50.00) shall be deposited in a insured financial institution to the account of the organization. Checks of the organization shall be signed by the President and/or an officer. The supervision and approval of expenditures shall be the responsibility of the President.

Section 3. Financial statements shall be prepared and filed in the organization's office. Such reports shall be submitted to the Board at each Board meeting.

Section 4. All financial transactions of the organization, its record books and accounts, shall be audited annually by a certified public accountant or a firm of certified public accountants approved by the Board.



The Urban League of Portland

404 COMMUNITY SERVICE CENTER
718 West Burnside
Portland, Oregon 97209
(503) 224-0151

April 15, 1983

MEETING NOTICE

To: UL Executive Committee
From: Dick Kishimoto, Chairman *DK*
Re: APRIL MEETINGS

The April meeting of the Executive Committee is scheduled for Wednesday, April 20, 1983, beginning at 5:00 p.m. We will meet in Room 1035, Emanuel East (the Fireside Room) of Emanuel Hospital. The Board of Directors meeting will convene at 6:00 p.m. in the Renhard Board Room. It would be very helpful if you would call Brenda or Pauline by Wednesday morning and let one of them know if you will be able to attend the meetings.

bp
Please note the Board meeting agenda on the reverse of this notice.
.....

OFFICERS

Richard Kishimoto
Chair

Benita Stroughter
First Vice Chair

Clair Silver
Second Vice Chair

Bruce Posey
Secretary

Joel Smith
Treasurer

Donny Adair
Member at Large

Jeana Woolley
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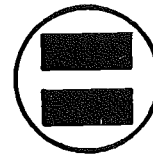
STAFF

Freddie Petett
Executive Director

A NATIONAL
URBAN LEAGUE
AFFILIATE



A United Way Agency



The Urban League of Portland

404 COMMUNITY SERVICE CENTER
718 West Burnside
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April 15, 1983

OFFICERS

Richard Kishimoto
Chair

Benita Stroughter
First Vice Chair

Clair Silver
Second Vice Chair

Bruce Posey
Secretary

Joel Smith
Treasurer

Donny Adair
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Jeana Woolley
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Rhobert Shaw
Ben Talley
Carl Talton
Linda Torrence

Todd Sterling, Ad Hoc

STAFF

Freddye Pelett
Executive Director

M E E T I N G N O T I C E

To: Urban League Board of Directors

From: Dick Kishimoto, Chairman *DK:bp*

Re: APRIL MEETING

The April meeting of the Urban League Board of Directors will be held on Wednesday, April 20, 1983, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. Please call Pauline or Brenda by Wednesday morning and let one of them know if you will be attending the meeting.

bp

.....
Please note the meeting agenda on the reverse of this notice.
.....

A NATIONAL
URBAN LEAGUE
AFFILIATE



A United Way Agency

URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS

APRIL 20, 1983
6:00 P.M.

EMANUEL HOSPITAL -- RENHARD BOARD ROOM
2801 NORTH GANTENBEIN

AGENDA

1. Roll Call
2. Approval of Minutes
3. Committee Reports
 - * Personnel Ollie Moreland
 - * Finance Joel Smith
 - * Regional Conference Benita Stroughter
 - * Annual Dinner Freddye Petett
4. President's Report
5. Chairman's Report
6. Unfinished Business
7. New Business
8. Adjournment

* * *

URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTOR'S
EXECUTIVE COMMITTEE MEETING
April 20, 1983

THERE WAS NO APRIL EXECUTIVE COMMITTEE MEETING, AS A QUORUM WAS NOT PRESENT.

Brenda Polk
BRENDA POLK,
EXECUTIVE SECRETARY

**URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS**

April 20, 1983

The April meeting of the Urban League Board of Directors, held in the Renhard Board Room of Emanuel Hospital, 2801 North Gantenbein, was called to order at 6:05 p.m. by Chairman Dick Kishimoto.

The following Directors were in attendance: Dick Kishimoto, Donny Adair, Lisa Manning, Ollie Moreland, Rhobert Shaw, and Ben Talley.

The following Directors had excused absences: Nellie Fox, Howard McElroy, John Pihas, Bruce Posey, Linda Rasmussen, Clair Silver, Joel Smith, Benita Stroughter, and Jeana Woolley.

Staff in attendance were Freddy Petett, Carol Lentz, and Brenda Polk.

The minutes of the March 16th meeting were not approved, as a quorum was not present.

PERSONNEL COMMITTEE

UL Five-Year Plan

Ollie Moreland distributed a memorandum regarding the committee's recommendation relative to the Five-Year Plan. It was the recommendation of the Personnel Committee to approve the section on administrative policies with the following clarification: To remind the Board that its membership will be much smaller in the future and some of the objectives as outlined may be unachievable. For example, the scheduled quarterly program and personnel audits may necessitate a longer interval between audits. (It was decided to change the required audits from quarterly to semi-annually in the Five-Year Plan.) After a brief discussion, it was decided that a copy of the full Five-Year Plan would be mailed to each Board member prior to the next meeting; and that the plan would be reviewed, amended if necessary, and voted on at the next meeting. Ollie also recommended that the "Target Period" column, throughout the document, needs to be completed in order to provide checkpoints to both staff and Board.

Recommendations Relative to the President's Annual Performance Appraisal

The Personnel Committee made the following recommendations to the Board:

- * That the Board accept the excellent overall performance rating of Freddy Petett and that some opportunities be provided or recommended by the Board to enhance the President's skill development in the areas of finance, fundraising, and effective utilization of the Guild and/or other volunteers.
- * After approval of the performance appraisal, the Board seek the signatures of the appropriate Board members and forward a copy of the appraisal to the appropriate regional or national executive.

UL BOARD OF DIRECTORS

April 20, 1983

Page 2

- * In the future, the Board should not allow the Personnel Committee to delay the evaluation of the President for more than 60 days under any circumstance.
- * Any annual increase in salary should not precede the annual performance appraisal process. This year it was vice versa.
- * The membership of Board members on the Personnel Committee should run at least two consecutive years and possibly three years.
- * The Personnel Committee (or a representative) should meet with the President of the Urban League at least monthly, with a written summary performed semi-annually.

Because there was no quorum present, no vote was taken.

REGIONAL CONFERENCE

Donny Adair gave an overview of the regional delegate assembly and regional conference sessions, and distributed three documents disseminated at the assembly -- Management Appraisal Checklists, Program Operations Report, and Impact of Regonomics on Western Urban Leagues/1982. He stated that the conference was well organized and quite informative.

FINANCE COMMITTEE REPORT

Carol Lentz distributed the March 31, 1983 program financial status report and the first quarter balance sheet. She indicated that program budgets are being expended at the projected rate; the general fund budget is underspending, which is desirable. She also stated that the League's total liabilities versus total current assets is at a healthy level.

PRESIDENT'S REPORT

1. The figures on the profit from the annual dinner are not complete; a full report will be given at the next meeting -- the estimated profit is \$2,500. Benita Stroughter and Donny Adair have agreed to co-chair the Annual Dinner Committee next year. There will be a post-dinner committee meeting next Thursday to lay the groundwork for next year. Bill Berry, the PUL's first executive director, has been suggested as a possible speaker.
2. Freddie read the letter from John Jacob thanking her for inviting him to Portland. He stated that the dinner was outstanding from every standpoint, and that it was evident that the League was getting excellent support from the community.

UL BOARD OF DIRECTORS

April 20, 1983

Page 3

3. Freddye indicated that she received a letter from Bill June which recommends that the make-up of the Board and the Advisory Council be different. He suggested the Nominating Committee develop criteria before any names come up for consideration for the Advisory Council.
4. Freddye reported that she has been asked by Benita Stroughter to consider the League being a sponsoring agency for the film "American Pictures" -- which is a study on American life and is being shown around the country for race relations training. There is a cost of \$600, which PNB will possibly pay. Details have not been worked out and a more complete report will be submitted at the next Board meeting.
5. The Northwest Conference of Black Public Officials meets this weekend at the Coliseum Holiday Inn.
6. A Board/executive staff retreat will be planned for sometime in September. Two Board members, two UL staff members, Dick Kishimoto, and Freddye will comprise the planning committee, which will be appointed very soon.

BUILDING SEARCH

Walnut Park Building

Carol Lentz reported the following information on the tenants currently occupying the Walnut Park Building:

- * Montgomery Ward -- Mobil Oil (owners of Wards) is doing an overall profit analysis of Wards. Wards lost \$4 million last year -- this was fine when Mobil needed the write-off against gas profits, but the gas profits have dwindled and Mobil is re-evaluating the Wards situation.
- * P.O.I.C. -- Their funding is flexible, but they seem to be committed to short-term occupancy (under three years).
- * State Human Resources -- They are in the process of consolidating offices -- probably back into the Multi-Service Center.
- * Tektronix -- They have renewed their lease for another year and are happy with the location.

Recommendation -- PDC and other municipal dollars are unavailable for this project. Unless a large amount of money (\$200,000+) becomes available, the project would involve too many risks at this time. Carol recommended that this project be dropped and another building located.

Building at North Williams & Russell

Carol reported that the UL has been approached about buying the building on the corner of North Williams & Russell. PDC has committed HUD dollars to the rehabilitation of the building, which includes 8,000 sq. ft. main floor commercial/office space, a 7,000 sq. ft. basement, and 2nd and 3rd floor low-income elderly and handicapped housing (24 units).

| | | |
|---|-----------------------|----------------|
| The projected costs of the project are: | Building | \$130,000 |
| | <u>Rehabilitation</u> | <u>700,000</u> |
| | Total | \$830,000 |

PDC is willing to give up to 100% financing on the total rehab costs at 3% interest over 20-30 years, and the owner is willing to take a contract on the building. The facility is large enough to house CSA, Employment, YSC, and the administrative programs of the UL, with room for classrooms and conference rooms. This project would be a way of consolidating present operations into one UL building, and could also provide a steady income as an economic development project.

Projected Income/Expenses of Building on Williams & Russell

| | | | |
|---------------|---|----------------|---------------|
| * Income -- | Office Space Rental (discounting present costs by 10%) | | \$31,714 |
| | 20 - 1 Bedroom Apartments @ \$200/mo. x 12 months. | \$48,000 | |
| | 4 - Efficiency Apartments @ \$175/mo. x 12 months | 8,400 | |
| | Less 25% Vacancy Rate | <u>-14,100</u> | <u>42,300</u> |
| | Total Income | | \$74,014 |
| * Expenses -- | Debt Service: \$700,000 @ 3% over 25 years (approx.) | | \$30,000 |
| | \$100,000 @ 9.5% over 15 years (approx.) | | 7,500 |
| | Other Expenses: Maintenance Contracts, Insurance, Management Fee, etc. | | <u>13,000</u> |
| | Total Expenses | | \$50,500 |

It was decided that a meeting with the Economic Development Committee and PDC representatives would be scheduled within the next week to consider the feasibility of pursuing the Williams & Russell building, and that a recommendation would be ready for the next Board meeting.

CHAIRMAN'S REPORT

Regarding the Dues Commission hearings during the Regional Conference -- The recommendation of the President of the Council of UL Board Presidents, Dolly Christian, is that all League's be charged 4% of their United Way dollars. The thought is that if all Leagues paid their dues on a timely basis, the impact on the NUL would be minimal.

The meeting adjourned at 7:30 p.m.

Submitted by,

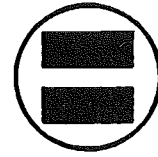
Brenda Polk

BRENDA POLK, Executive Secretary
Urban League of Portland

Reviewed & Approved by,

Bruce Posey

BRUCE POSEY, Secretary
Urban League Board of Directors



The Urban League of Portland

404 COMMUNITY SERVICE CENTER
718 West Burnside
Portland, Oregon 97209
(503) 224-0151

May 13, 1983

MEETING NOTICE

To: UL Executive Committee
From: Dick Kishimoto, Chairman
Re: MAY MEETINGS

The May meeting of the Executive Committee is scheduled for Wednesday, May 18, 1983, beginning at 5:00 p.m. We will meet in Room 1035, Emanuel East (the Fireside Room) of Emanuel Hospital. The Board of Directors meeting will convene at 6:00 p.m. in the Renhard Board Room. It would be very helpful if you would call Brenda or Pauline and let one of them know if you will be able to attend the meetings.

bp

OFFICERS

Richard Kishimoto
Chair

Benita Stroughter
First Vice Chair

Clair Silver
Second Vice Chair

Bruce Posey
Secretary

Joel Smith
Treasurer

Donny Adair
Member at Large

Jeana Woolley
Member at Large

BOARD OF DIRECTORS

Gwen Blake
Nellie Fox
Odessa Hendrix
William Hilliard
Andrea Hollie
William June
Lisa Manning
Howard McElroy
Richard Miller
Olvin Moreland
Karen Noble
John Pihlas
Linda Rasmussen
Robert Reed
Rhoert Shaw
Ben Talley
Carl Talton
Linda Torrence

Todd Sterling, Ad Hoc

STAFF

Freddye Petelt
Executive Director

A NATIONAL
URBAN LEAGUE
AFFILIATE

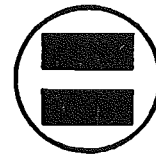


A United Way Agency

URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTOR'S
EXECUTIVE COMMITTEE MEETING
May 18, 1983

THERE WAS NO MAY EXECUTIVE COMMITTEE MEETING, AS A QUORUM WAS NOT PRESENT.

Brenda Polk
BRENDA POLK,
EXECUTIVE SECRETARY



The Urban League of Portland

404 COMMUNITY SERVICE CENTER
718 West Burnside
Portland, Oregon 97209
(503) 224-0151

May 13, 1983

MEETING NOTICE

To: Urban League Board of Directors
From: Dick Kishimoto, Chairman
Re: MAY MEETING

The May meeting of the Urban League Board of Directors will be held on Wednesday, May 18, 1983, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. Please call Pauline or Brenda by Wednesday morning and let one of them know if you will be attending the meeting.

bp

OFFICERS

Richard Kishimoto
Chair

Benita Stroughter
First Vice Chair

Clair Silver
Second Vice Chair

Bruce Posey
Secretary

Joel Smith
Treasurer

Donny Adair
Member at Large

Jeana Woolley
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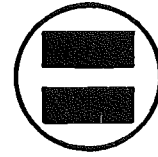
STAFF

Freddye Petelt
Executive Director

A NATIONAL
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The Urban League of Portland

OFFICERS

Richard Kishimoto
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Benita Stroughter
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Linda Torrence

Todd Sterling, Ad Hoc

STAFF

Freddye Pelett
Executive Director

A NATIONAL
URBAN LEAGUE
AFFILIATE



A United Way Agency

404 COMMUNITY SERVICE CENTER

718 West Burnside
Portland, Oregon 97209
(503) 224-0151

MAY 23, 1983

M E E T I N G N O T I C E

TO: URBAN LEAGUE BOARD OF DIRECTORS

FROM: DICK KISHIMOTO, CHAIRMAN *DK*

RE: SPECIAL BOARD MEETING

ONE REASON WE REDUCED THE NUMBER OF MEMBERS ON OUR BOARD WAS TO INSURE A QUORUM AT EACH MEETING. FOR THE PAST TWO MONTHS WE HAVE NOT HAD A QUORUM AT OUR MEETINGS, AND HAVE NOT BEEN ABLE TO PROPERLY CONDUCT BUSINESS. I WOULD LIKE TO HAVE A SPECIAL BOARD MEETING ON WEDNESDAY, JUNE 1ST, BEGINNING AT 5:30 P.M. AT THE DOWNTOWN URBAN LEAGUE OFFICE (718 W. BURNSIDE) IN CONFERENCE ROOM 217. PLEASE CALL BRENDA POLK (224-0151) AND LET HER KNOW WHETHER YOU WILL BE ATTENDING THIS MEETING. I HOPE TO SEE YOU ON THE 1ST, WE REALLY NEED YOUR PARTICIPATION AND INPUT.

DK/bp

URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS

MAY 18, 1983
6:00 P.M.

EMANUEL HOSPITAL -- RENHARD BOARD ROOM
2801 NORTH GANTENBEIN

AGENDA

1. Roll Call
2. Approval of Minutes
3. Committee Reports
 - * Finance Joel Smith
 - * Board/Executive Staff Retreat Rhobert Shaw
 - * Tennis Tournament Donny Adair
4. President's Report
5. Chairman's Report
6. Unfinished Business
7. New Business
8. Adjournment

* * *

**URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS**

May 18, 1983

The May meeting of the Urban League Board of Directors, held in the Renhard Board Room of Emanuel Hospital, 2801 North Gantenbein, was called to order at 6:00 p.m. by Chairman Dick Kishimoto.

The following Directors were in attendance: Dick Kishimoto, Donny Adair, Howard McElroy, Rhobert Shaw, and Joel Smith.

The following Directors were absent without excuse: Nellie Fox, Lisa Manning, Ollie Moreland, John Pihas, Bruce Posey, Linda Rasmussen, Clair Silver, Benita Stroughter, Ben Talley, and Jeana Woolley.

Staff in attendance were Freddie Petett, Carol Lentz, and Brenda Polk.

Correction to minutes of the April 20th meeting: Under the Finance Committee Report, the balance sheet which was distributed was for the third quarter, not the first quarter. The minutes were not approved, as a quorum was not present.

FINANCE COMMITTEE

The Program Financial Status Report through April 30, 1983 was distributed. Joel Smith reported that all program expenditures are on target or slightly under target, which should result in a slight increase in the general fund at the end of the fiscal year. It should be noted that the financial status of the League has been carefully monitored during the entire fiscal year by the Finance Office, which has resulted in an excellent financial picture.

The audit firm of Peat, Marwick, Mitchell & Company will again perform the League's audit. Their fees this year will be based on the actual hours spent by their various personnel, with fees not to exceed \$7,500 (this includes tax preparation) -- which is the same agreement negotiated last year.

BOARD/EXECUTIVE STAFF RETREAT

Rhobert Shaw reported that the retreat has been scheduled for September 9-11 at Tolovana Inn, Cannon Beach, Oregon. Attendees will be as many Board members as are available and all of the executive staff -- a possible total of 22 persons. Accommodations will be four condos, which will house five people each, plus four roll-away beds to provide each person with her/his own bed. The total cost is \$864.00. There was a short discussion on how meals will be provided. Options included: (1) each condo taking turns cooking, (2) each person receiving \$18.00 per day per diem and buying meals; or (3) one condo agreeing to prepare all the meals. It was decided that the committee would discuss further and make a recommendation at the next Board meeting.

UL BOARD OF DIRECTORS

May 18, 1983

Page 2

Retreat Purposes:

- * Board and Executive Staff members to get to know one another.
- * Board to get a comprehensive view of what the projects are doing.
- * Review Five-Year Plan.
- * Determination to be made by Board on whether projects are operating according to Board policies.

BUILDING SEARCH

Carol Lentz reported that a combined Executive Committee and Economic Development Committee meeting was held to discuss the purchase of the Eder Building (North Williams at Russell). As a result of the meeting, a 30-day right to first refusal purchase option was submitted to and accepted by Mr. Eder. June 10th is the deadline to prepare an offer on the building. The building has been variously assessed at \$185,000 (U.S. National Bank appraisal), \$130,000 (PDC), \$68,240 (Assessed Value, 1982-83 Property Taxes), and \$80,200 (True Cash Value, 1982-83 Property Taxes). The next steps are to determine how much to offer Mr. Eder for the building and to obtain an earnest money agreement. It was decided that Board approval of the amount of the offer and other details of the purchase would not be sought until the negotiations are complete. Dick Kishimoto suggested that Bruce Posey be involved at some point in the negotiations and Howard McElroy advised that a real estate lawyer be consulted also.

TENNIS TOURNAMENT

Donny Adair reported that the Annual Urban League Tennis Tournament is tentatively scheduled for August 21-22, at the University of Portland. As soon as the date is confirmed by the U of P, brochures and entry forms will be printed and distributed. Since the U of P only has three courts, the number of events will be reduced from last year. (It was not practical to use the Grant Park courts this year, because the City now charges a rental fee for the courts and the cost would be about \$500.) There will be a maintenance charge of approximately \$80 for the U of P courts. Donations confirmed thus far are 6 sweat suits from White Stag (compliments of Clair Silver), a \$75 gift certificate and 90 cans of balls from Osborn and Ulland, discount coupons from Mr. Tennis, and 200 tee-shirts from Nike. Miller Beer is expected to provide the trophies. First Interstate Bank will be printing the entry forms. The anticipated profit is approximately \$750, and a budget will be submitted to the Finance Committee. Participants who join or renew their UL membership will be entitled to play one event free.

UL BOARD OF DIRECTORS

May 18, 1983

Page 3

PRESIDENT'S REPORT

Freddye reported the following:

1. The Annual Dinner profit this year is \$2,365.91, an approximate 25% profit. This was the most successful dinner to-date.
2. The League's United Way allocation for FY 83-84 will be \$249,754. The request was for \$253,000, however, the amount allocated is very adequate. A revised budget will be submitted for approval at the next Board meeting.
3. The League will be working with the Anti-Defamation League in support of an Anti-Paramilitary Bill (HB 3001), which will prohibit paramilitary organizations, whose intent is to harm racial minorities, from being formed.
4. The NUL Dues Commission will be recommending to the Delegate Assembly (in New Orleans in July) that all Urban League affiliate dues be assessed at 4.5% of their United Way allocation -- up to a maximum of \$50,000 and a minimum of \$1,000. This would mean a reduction in the amount of dues the PUL currently pays. It is felt that if all affiliates are charged at the same rate, the National Office would have an easier time collecting dues.
5. The administrative structure of the PUL will be changed to include two vice president positions (reorganization necessary as a result of Freddye's Kellogg Foundation Fellowship) -- (1) Vice President of Programs & Community Services and (2) Vice President of Finance & Administration. Joyce Owens-Smith, currently Community Services Director, will be appointed to the VP Programs & Community Services position, and Carol Lentz, currently Finance Director, will be appointed VP Finance & Administration. Job descriptions and salary structures are being developed. (A revised organizational chart was distributed.)
6. As discussed at a previous meeting, the By-laws need to be revised to include the Economic Development Committee as a standing committee of the Board. The intent to amend the By-laws will be reflected in the next meeting notice.
7. There was a brief discussion regarding voting by mail, especially when a quorum is not present at a meeting. Carol indicated that a State statute requires that 100% participation be attained when using mail ballots. It may be more feasible to hand-deliver one signature sheet which all members would sign off on. The signature sheet could begin its circulation at the Board meeting (in instances where there is no quorum).
8. United Way is looking for volunteers to serve on a steering committee to develop a training program which will train people to sit on boards. Donny Adair agreed to serve on the committee.
9. Julia Robertson, Employment Assistant, has resigned, effective May 27th. She will be working for the General Manager of KGW-TV, as an Administrative Assistant; she will also be the station's Community Representative. Before the position is refilled a management team (consisting of George Rankins, Joyce Owens-Smith, and Freddye) will meet to re-evaluate/restructure the Employment Program -- the position should be refilled by July 1st.

UL BOARD OF DIRECTORS

May 18, 1983

Page 4

10. Freddy's son, Andre, graduates from Jesuit HS May 22nd.

CHAIRMAN'S REPORT

1. The Membership Campaign Committee has been formed -- John Pihas, Benita Stroughter, Ben Talley, and Carol Lentz. Any other volunteers are welcomed. Their first meeting is scheduled for June 3rd.
2. The George Edmund Haynes Fellowship Program is now recruiting applicants for their 1983 program. Candidates must be under 30 and possess a bachelor's degree and at least two years of work experience or a master's degree and at least one year of work experience. Applications can be obtained from the NUL. Information and brochures are available at the PUL Downtown Office.
3. Received a letter from Linda Torrence regarding the handling of the election of officers and the Advisory Council. There was a short discussion regarding the need to establish the purpose, role, and duties of the Advisory Council. Freddy will call Bill June to ask him if he will work on By-laws for the Advisory Council.

OLD BUSINESS

The Five-Year Plan is complete except for the Employment Section, which will be revised by July 1 (in conjunction with the re-evaluation/restructuring of the Employment Program). The plan will be reviewed at the next meeting, providing a quorum is present.

The meeting adjourned at 7:00 p.m.

Submitted by,

Brenda Polk

BRENDA POLK, Executive Secretary
Urban League of Portland

Reviewed & Approved by,

Bruce Posey

BRUCE POSEY, Secretary
Urban League Board of Directors

**URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS
SPECIAL BOARD MEETING**

JUNE 1, 1983

The Special Board Meeting of the Urban League Board of Directors, held in Conference Room 217 of the Community Service Center, 718 West Burnside, was called to order at 5:35 p.m. by Chairman Dick Kishimoto.

Directors in attendance were: Dick Kishimoto, Donny Adair, Bruce Posey, Joel Smith, Linda Rasmussen, Rhobert Shaw, and Clair Silver. A quorum was not in attendance.

Directors with excused absences were: Howard McElroy, John Pihas, Benita Stroughter, and Ben Talley.

Directors with unexcused absences were: Nellie Fox, Lisa Manning, Ollie Moreland, and Jeana Woolley.

Staff in attendance were: Freddy Petett, Carol Lentz, and Benda Polk.

Carol Lentz reported that the preliminary audit only took 4-1/2 days (it was supposed to last two weeks).

Donny Adair reported that the dates for the UL Tennis Tournament have been confirmed as Saturday and Sunday, August 20-21, at the University of Portland. Brochures have been drafted and will be submitted to First Interstate Bank for printing; they should be ready within two weeks. All participants from last year will be sent pre-registration forms, and will be given preference if they want to play.

Rhobert Shaw reported that the Board/Executive Staff Retreat has been confirmed for September 9-11 at Tolovana Inn in Cannon Beach.

PRESIDENT'S REPORT

1. United Way has changed the League from the State, National, & Planning Allocations Panel to the Neighborhood Allocations Panel. New panel members will receive informational items and will be invited to a tour of the projects.
2. Many requests are being received from various organizations for use of the UL membership mailing list. A policy needs to be developed which defines when the mailing list can be given out. In the past, a set of mailing labels have been released for events the League co-sponsors.

Specifically, a request for the mailing list has been received from Barbara Roberts, who wants to inform the membership of three legislative bills. It was decided that the list would not be released to Mrs. Roberts, and instead, Freddy would send a letter to the membership listing items of interest. Freddy will also draft a policy regarding the issue for Board review at the next meeting.

(over)

CHAIRMAN'S REPORT

1. Received a letter from John Jacob regarding the suspension of six UL affiliates for lack of adherence to NUL operational standards and requirements. (PUL not one of them.) Each affiliate has 30 days to perform corrective actions.
2. A letter was received from Henry Talbert, Western Regional Director, which outlines what Board, committee, and task force minutes are to include.
3. Jeana Woolley and Joyce Owens-Smith will attend a NUL volunteer training seminar in Sacramento next weekend.

At 5:55 p.m., the meeting went into executive session; UL staff members were excused.

Submitted by,

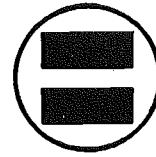
Brenda Polk

BRENDA POLK, Executive Secretary
Urban League of Portland

Reviewed & Approved by,

Bruce Posey

BRUCE POSEY, Secretary
Urban League Board of Directors



The Urban League of Portland

404 COMMUNITY SERVICE CENTER
718 West Burnside
Portland, Oregon 97209
(503) 224-0151

June 10, 1983

OFFICERS

Richard Kishimoto
Chair

Benita Stroughter
First Vice Chair

Clair Silver
Second Vice Chair

Bruce Posey
Secretary

Joel Smith
Treasurer

Donny Adair
Member at Large

Jeana Woolley
Member at Large

BOARD OF DIRECTORS

Gwen Blake
Nellie Fox
Odessa Hendrix
William Hilliard
Andrea Hollie
William June
Lisa Manning
Howard McElroy
Richard Miller
Olvin Moreland
Karen Noble
John Pihlas
Linda Rasmussen
Robert Reed
Rhobert Shaw
Ben Talley
Carl Talton
Linda Torrence

Todd Sterling, Ad Hoc

STAFF

Freddye Petett
Executive Director

M E E T I N G N O T I C E

To: Urban League Board of Directors

From: Dick Kishimoto, Chairman *DK bp*

Re: JUNE MEETING

The June meeting of the Urban League Board of Directors will be held on Wednesday, June 15, 1983, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. Please call Pauline (224-0151) by Wednesday morning and let her know if you will be attending the meeting.

bp

Attachments -- June Meeting Agenda
Minutes of May Meeting
Minutes of June 1st Special Meeting
May Monthly Report

A NATIONAL
URBAN LEAGUE
AFFILIATE



A United Way Agency

URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS

JUNE 15, 1983
6:00 P.M.

EMANUEL HOSPITAL -- RENHARD BOARD ROOM
2801 NORTH GANTENBEIN

AGENDA

1. Roll Call
2. Approval of Minutes
3. Committee Reports
 - * Finance Joel Smith
 - * Board/Executive Staff Retreat Rhobert Shaw
 - * Tennis Tournament Donny Adair
 - * Program Jeana Woolley
 - * Nominating Ben Talley
 - * Personnel Ollie Moreland
 - * Economic Development Howard McElroy
 - * Membership Benita Stroughter
4. President's Report
5. Chairman's Report
6. Unfinished Business
7. New Business
8. Adjournment

* * *

**URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS**

June 15, 1983

The June meeting of the Urban League Board of Directors, held in the Renhard Board Room of Emanuel Hospital, 2801 North Gantenbein, was informally called to order at 6:00 p.m. by Chair Elect Donny Adair, and officially called to order at 6:15 p.m. when a quorum arrived.

The following Directors were in attendance: Donny Adair, Lisa Manning, Howard McElroy, John Pihas, Bruce Posey, Linda Rasmussen, Rhobert Shaw, and Clair Silver.

The following Directors were absent with excuse: Dick Kishimoto and Joel Smith.

The following Directors were absent without excuse: Nellie Fox, Ollie Moreland, Benita Stroughter, Ben Talley, and Jeana Woolley.

Staff in attendance were Freddye Petett, Carol Lentz, and Delilah LaGrone.

FINANCE REPORT

Carol distributed and went over statistics on the May 31st Financial Program Status Report. She reported on the breakdown of the financial structure of the report and how the League can save money in the general fund. Spending, for the most part, is on schedule; SASC is a little under in the materials and services line item but that will pick up.

PROPOSED MEETING CHANGE

A discussion occurred regarding changing the regular Board meeting time to Wednesdays at noon in the United Way Building. Donny Adair indicated he would make contact with absent Board members. The concensus of those present was to try the change.

PRESIDENT'S REPORT

Freddye reported the following:

1. As discussed at the last meeting, the reorganization is now in place. Two Vice-Presidents have been appointed -- Carol Lentz, VP of Finance & Administration, and Joyce Owens-Smith, VP of Programs & Community Services. The appointments were effective June 1, 1983.
2. Joyce Owens-Smith just returned from Terrytown, New York where she attended an I.B.M. Management Training session. The training will be helpful in moving Joyce into the role of managing other managers.

3. Joyce Owens-Smith and George Rankins have been intensively reorganizing the Employment Program, to find ways to improve the department and restructure the vacant position.
4. The I.B.M. Project is not dead but it is dying. A major problem is the need to raise \$100,000 prior to I.B.M. committing equipment and staff. No answer has been received from the Fred Meyer Foundation, the Oregon Community Foundation, Tektronix, or the Murdock Foundation, although follow-up calls were made a few weeks ago. U.S. Bancorp has donated \$6,500 which will have to be returned if the additional funding is not raised. Ken Kelley of I.B.M. was informed that a decision will be made by July 15, 1983 to go or drop the proposal.

A copy of the proposal has been sent to the City of Portland's Training & Employment Division. However, no response has been received. One thought is if the City can obligate the money for one year's operation, then the League can show a successful year and go back to the foundations for the second year's funding.

The four foundations will be recontacted around July 1st. Any Board member with contacts at any of the foundations are asked to call regarding getting a decision. Contact people are Chuck Frost at Tektronix, Ned Look at the Oregon Community Foundation, Charles Rooks at the Fred Meyer Foundation, and Sam Smith at the Murdock Foundation.

5. The Metropolitan Human Relations Commission (MHRC) underwent a gutting in the last budget process. There is a coalition of organizations, including the Urban League, working to get the positions restored. The goal is to get the Council to rehear the budget. Commissioner Strachan has indicated that she would be willing to reconsider her decision if there was community support. The coalition is working very hard to get letters, petitions, etc. to the Council to ask for a new hearing. The League has been very involved and supportive of this effort.

BUILDING SEARCH

Carol Lentz reported on the progress the League has made on negotiations for the building on Williams & Russell and the support the Portland Development Commission is willing to give. PDC suggested that an extension be requested on the 30-day right to first refusal. This request was submitted and approved by the seller.

BUDGET APPROVAL

Freddie requested from the Board approval of the revised 1983-84 United Way budget. The League's original request to United Way was for \$253,000, however, United Way granted \$249,754. It was moved and seconded (Rasmussen-Pihas) to approve the revised budget. The motion was approved unanimously.

OLD BUSINESS

The minutes of the March, April, and May Board meetings were approved.

UNFINISHED BUSINESS

Freddie requested approval of the Five-Year Plan, with the exception of the Employment Program section. After a short discussion, it was moved and seconded (Rasmussen-Pihas) to approve the Five-Year Plan as presented. The motion passed unanimously.

The meeting adjourned at 6:30 p.m.

Submitted by,

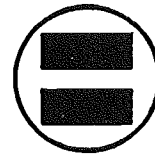
Delilah LaGrone _{h/p}

DELILAH LaGRONE, Acting Secretary
Urban League of Portland

Reviewed & Approved by,

Bruce Posey _{h/p}

BRUCE POSEY, Secretary
Urban League Board of Directors



The Urban League of Portland

404 COMMUNITY SERVICE CENTER
718 West Burnside
Portland, Oregon 97209
(503) 224-0151

OFFICERS

Richard Kishimoto
Chair

Benita Stroughter
First Vice Chair

Clair Silver
Second Vice Chair

Bruce Posey
Secretary

Joel Smith
Treasurer

Donny Adair
Member at Large

Jean Woolley
Member at Large

BOARD OF DIRECTORS

Gwen Blake

Nellie Fox

Odessa Hendrix

William Hilliard

Andrea Hollie

William June

Lisa Manning

Howard McElroy

Richard Miller

Olvin Moreland

Karen Noble

John Pihlas

Linda Rasmussen

Robert Reed

Rhobert Shaw

Ben Talley

Carl Talton

Linda Torrence

Todd Sterling, Ad Hoc

STAFF

Freddie Petelt
Executive Director

JUNE 29, 1983

M E E T I N G N O T I C E

TO: URBAN LEAGUE BOARD OF DIRECTORS

FROM: DICK KISHIMOTO, CHAIRMAN *DK/bp*

RE: THE JULY MEETING

AT OUR LAST BOARD MEETING WE AGREED TO HAVE OUR JULY 20TH MEETING AT NOON. CONFERENCE ROOM 217 OF THE COMMUNITY SERVICE CENTER (718 W. BURNSIDE) HAS BEEN RESERVED FOR THIS MEETING. PLEASE CALL BRENDA OR PAULINE (224-0151) AND LET ONE OF THEM KNOW IF YOU WANT A LUNCH ORDERED FOR YOU. I LOOK FORWARD TO SEEING YOU.

DK/bp

A NATIONAL
URBAN LEAGUE
AFFILIATE



A United Way Agency

**URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS**

JULY 20, 1983

The July meeting of the Urban League Board of Directors, held in Conference Room A of the Community Service Center, 718 West Burnside, was called to order at 12:05 p.m. by Chairman Dick Kishimoto.

The following Directors were in attendance: Dick Kishimoto, Donny Adair, Bruce Posey, Benita Stroughter, Nellie Fox, Lisa Manning, John Pihas, Linda Rasmussen, and Jeana Woolley.

The following Directors were absent with excuse: Howard McElroy, Rhobert Shaw, Clair Silver, Joel Smith, and Ben Talley.

Staff in attendance were Freddy Petett, Joyce Owens-Smith, Carol Lentz, and Brenda Polk. Don Silvey was present as an invited guest.

The minutes of the June meeting were approved with one correction -- Nellie Fox's absence was due to her participation in the State Legislature and therefore is an excused absence.

Freddy mentioned that Clair Silver is in the hospital and is expected to be out of the office for 4-6 weeks.

BUILDING SEARCH

Carol Lentz introduced Don Silvey, the developer who did the feasibility study on the building at North Russell & Williams Avenue (the Eder Building). Carol reported that the feasibility study included the following:

- * An inspection of the building in conjunction with a structural engineer and an architect to determine the condition of the building.
- * Research on the current market for comparable office and residential space needs.
- * Review of the mix of uses and potential renters.
- * Review with the structural engineer and architect the building plans requirements.
- * Compare estimates on the rehabilitation costs.
- * Preparation of basic rehabilitation specifications.
- * Perform financial analysis using construction costs to project the income revenue and operating expenses.
- * Prepare recommendations based on the financial analysis and availability of

programs and operating expenses.

Carol indicated that the building has been appraised at \$126,000 and that purchase of the building by the UL is economically feasible. The project pencils out very well as it relates to the cash flow that would be required versus the debt service and cost to maintain and manage the building.

Three options are available:

1. Buying the building outright for approximately \$50,000 down, and having Mr. Eder carry a contract for the remaining \$76,000 on a 15-year loan with 11% interest. Rehabilitation costs are estimated at \$800,000, which would be financed through PDC on a 20-year loan at 3% interest.
2. Enter into a limited partnership with Mr. Eder. No money would have to be put down.
3. Enter into a 15-year lease agreement at the cost of the rehabilitation. At the end of 15 years, Mr. Eder would turn the title over to the League.

Don Silvey indicated that each option has pros and cons. However, information learned just today indicates that Mr. Eder has no tax advantage to enter into either a limited partnership or a lease agreement; and also from the League's standpoint, purchase of the building is the best option. At this point, it would be to the League's advantage to have the expertise of a tax lawyer. Both Freddie and Carol indicated that it is anticipated that a decision would be needed from the Board at the August meeting.

FINANCE REPORT

Carol Lentz distributed the Program Financial Status Report for June 30, 1983. She explained that the figures are as of July 19, as the books will not be closed until August 15 (45 days after the end of the fiscal year). The YSC budget will definitely zero out. The SASC budget may be underexpended approximately 2% (about \$3,000). The CSA Block Grant is half way through and is underspending a little. The most significant aspect of the report is that it is anticipated that when the general fund books are closed August 15th that approximately \$20,000-\$25,000 will be remaining, which will go back into the general fund.

In lieu of providing a balance sheet, the following information was given:

| | |
|-----------------------------------|-----------|
| * Checking Account Balance | \$ 38,230 |
| * Invested in CDI & NW Acceptance | 112,000 |
| * Outstanding Draws | 15,000 |
| * Accounts Payable | 10,000 |
| * Accrued Salaries | 46,000 |

TENNIS TOURNAMENT

Donny Adair reported that the tennis tournament will be held August 20-21 at the University of Portland. In case of rain, the tournament will be moved to the St. Johns Racquet Club, at a cost of approximately \$150.00 per day. Sponsors include White Stag (3 warm-up suits), Nike (200 tee-shirts and 6 gift certificates for shoes), Portland Bottling Company (18 trophies), Osborn & Ulland (80 cans of tennis balls),

and Mr. Tennis (20 \$10.00 discount coupons). Approximately 80 participants are expected, with most of them playing two events. Net income from this event will be between \$1,000-\$1,500. Cablesystems Channel 41 will broadcast some of the finals. Ballgirls/boys have been recruited -- each will receive a tee-shirt, as well as possibly a stipend (if a corporate donation can be secured).

UNITED WAY AGENCY SELF-EVALUATION

Donny Adair reported that the evaluation is nearing completion and will be ready for review at the August Board meeting and ready for approval at the September meeting. It was moved and seconded (Adair-Fox) to invite Dick Getchell (United Way Board member assigned to the evaluation project) and Diane Tutch (United Way staff liaison) to the September meeting for their input. The motion passed.

PERSONNEL COMMITTEE

Dick Kishimoto appointed Linda Rasmussen as the new chair of the Personnel Committee.

MEMBERSHIP COMMITTEE

Benita Stroughter reported that the Membership Committee has not met.

BOARD/EXECUTIVE STAFF RETREAT

Freddye Petett reported that the retreat has been scheduled for September 9-11 at Tolovana Inn. Topics will include the Five-Year Plan and future thinking. Please make your reservation through Brenda Polk as soon as possible.

EXECUTIVE DIRECTOR'S REPORT

Freddye Petett reported the following:

1. Joyce Owens-Smith was introduced as the newly appointed PUL Vice President of Programs & Community Services.
2. Projects Update

YSC --- The Education for Summer Fun Program is operating again this summer. A new program funded through the Juvenile Services Commission has an anticipated starting date of August 1st.

SASC --- A new Advisory Committee and officers were recently selected.

Employment --- The office has been reorganized. New personnel will be hired soon.
3. Will meet with Ned Look of the Oregon Community Foundation today on funding of the IBM proposal. No response has been received from the Private Industry Council on the proposal.

4. The Research Department has been working on the development of the agency internal evaluation. The first project to be tested will be LIEAP. The evaluation process should be complete before the retreat and will be reviewed at that time.
5. Freddye is a member of the NUL committee planning an upcoming Economic Development Seminar. The first meeting was in L.A. a few weeks ago; the committee will meet again during the NUL Conference. The seminar will be held in January.
6. Will leave Wednesday for the NUL Conference and will be on vacation after the conference until August 15th.

REGIONAL TRAINING SESSION FOR VOLUNTEER LEADERSHIP DEVELOPMENT

Jeana Woolley reported that she, Joyce Owens-Smith, and Guild Member Alene Grice attended a two-day Volunteer Leadership Development Workshop in Seattle. The training was sponsored by the National and Regional UL Offices, and was designed to assist the local affiliates in developing and more effectively using their local volunteer resources. (A copy of Jeana's written report is attached.) After a brief discussion, it was moved and seconded (Posey-Fox) that efforts be made toward reorganizing the UL Guild, utilizing the recommendations contained in Jeana's report. The motion passed.

CHAIRMAN'S REPORT

Chairman Kishimoto reported the following:

1. Two young women from Portland were recipients of \$1,000 scholarships from the 1983 NUL/Liggett Group Essay Competition.
2. Copies of the Report on Recommendations of the Dues Review Commission were distributed.

The meeting adjourned at 1:30 p.m.

Submitted by,

Brenda Polk
BRENDA POLK, Executive Secretary
Urban League of Portland

Reviewed & Approved by,

Bruce Posey
BRUCE POSEY, Secretary
Urban League Board of Directors

TO: Urban League Board Members DATE: July 20, 1983

FROM: Jeana Woolley, Chairperson
Program and Planning Committee of the Board

SUBJECT: REPORT ON REGIONAL TRAINING SESSION FOR VOLUNTEER
LEADERSHIP DEVELOPMENT

I recently attended a two-day workshop on Volunteer Leadership Development along with a member of staff, Ms. Joyce Owens Smith; and a local Guild member, Mrs. Alene Grice. The training was held in Seattle and was sponsored by both the regional and national offices. The purpose of the training was to assist local affiliates in developing and more effectively using their local volunteer pools and resources; the local Guild chapter generally being a good example of a reliable pool of volunteers that could probably be better utilized. Much emphasis was given to the existing relationship of guilds and their local affiliates, and to the responsibilities each has to the other. During the various workshops several questions and issues were raised which I believe need additional follow-up from the Board. Probably the most important message delivered in this regard was that local Urban League boards have full fiduciary and legal responsibility for their guilds' activities. For this reason I am recommending that the Board pursue several actions related to the Guild specifically and to volunteers generally.

- 1) Given the Board's recent reorganization, it may be necessary to reconsider whether we want the Guild to have a standing seat on the Board and whether this will be a voting seat. If I'm not mistaken, this point was entirely overlooked in the recent revision of the Board's by-laws.
- 2) We should ensure that the Guild is represented at each board meeting and/or prepares monthly expenditure reports that can be reviewed by the Board in the event that no officer or representative is available to attend. This action can be carried out by the CEO but may require some review and revision of the Guild's by-laws to ensure that there is an internal order of responsibility to identify who represents the Guild in the event the President is unable to do so.

We should consider what the best process would be for orienting Guild members generally to the local affiliate's programs and operations, and annually to its planned activities and goals. This might be accomplished by assigning a staff member to assist the Guild, and to conduct periodic workshops to orient the Guild to ongoing plans, objectives and activities of the local League.

We need to ensure that the Guild's books are audited annually along with those of the affiliate's if this is not already being done. Additionally, we need to inspect the Guild's books and if they are not currently in order we need to assume maintenance of them for the Guild until such time as they can reorganize and resume these duties for themselves.

We should investigate the possibility of putting the CEO's or a Board liaison's name on the Guild's checks. This would allow for inquiries into the Guild account's status by someone who is ultimately responsible for its activities and ensure greater accountability of its expenditures.

We should review the Guild's mail, cash handling and general record-keeping procedures to ensure that they are in line with the Board's standards for sound managerial and accounting practices. We also need to investigate the possibility of providing the Guild with an assigned desk and telephone in our main office where mail can be directed, records can be centrally maintained and other Guild activities can be coordinated when necessary.

We should consider how to involve the Guild more effectively in all planned fund-raising activities. This is one of the primary purposes of guild chapters--to raise money to support their local affiliates' programs--and we certainly could make better use of their skills and experience in this area.

In addition to these specific concerns related to our existing relationship with the local Guild chapter, there are a few issues related to general volunteerism and our use of it that I recommend we pursue:

- 1) We need to double check our general liability insurance policy to ensure that it covers the Guild's activities and the activities of other volunteers acting under the name of the Portland Urban League. If not, we need to investigate securing a rider that will provide this type of coverage.

I am vaguely aware that we have been soliciting and using more volunteers in our programs during the past year or two. Building upon these initial efforts by staff, I would like to recommend that we investigate the possibility of initiating a comprehensive volunteer program that would have annual service goals, just as fund-raising activities now do, would perhaps even make use of a uniform logo, i.e. "Pride in Association," for recruitment purposes, and would establish a committee consisting of Board and staff representation to develop standardized procedures for volunteer screening, volunteer usage within various programs, and volunteer compensation and recognition. The national office is currently designing several model programs that will be staffed entirely by volunteers as examples to local affiliates of how to maximize the use of local volunteer pools. Workshop coordinators indicated that this literature will be available soon.

In summary, I request that the Board take appropriate action at this meeting to initiate the investigation and consideration of some of the recommendations presented above, and that final recommendations in each of these areas be presented to the Board by the appropriate parties, and be voted upon no later than the September board meeting.

URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS

AUGUST 17, 1983
12:00 NOON

COMMUNITY SERVICE CENTER -- CONFERENCE ROOM A
718 WEST BURNSIDE

AGENDA

1. ROLL CALL
2. APPROVAL OF MINUTES
3. COMMITTEE REPORTS
 - * FINANCE ----- JOEL SMITH
 - * BOARD/EXECUTIVE STAFF RETREAT ----- RHOBERT SHAW
 - * TENNIS TOURNAMENT ----- DONNY ADAIR
 - * PROGRAM ----- JEANA WOOLLEY
 - * NOMINATING ----- BEN TALLEY
 - * PERSONNEL ----- LINDA RASMUSSEN
 - * ECONOMIC DEVELOPMENT ----- HOWARD MCELROY
 - * MEMBERSHIP ----- BENITA STROUGHTER
4. PRESIDENT'S REPORT ----- FREDDYE PETETT
5. CHAIRMAN'S REPORT ----- DICK KISHIMOTO
6. UNFINISHED BUSINESS
7. NEW BUSINESS
8. ADJOURNMENT

**URBAN LEAGUE OF PORTLAND
BOARD OF DIRECTORS**

AUGUST 17, 1983

The August meeting of the Urban League Board of Directors, held in Conference Room A of the Community Service Center, 718 West Burnside, was called to order at 12:15 p.m. by Board Treasurer, Joel Smith.

The following Directors were in attendance: Dick Kishimoto, Howard McElroy, Joel Smith, Ben Talley, and Jeana Woolley.

The following Directors were absent with excuse: Donny Adair, Nellie Fox, Lisa Manning, John Pihas, Bruce Posey, Linda Rasmussen, Rhobert Shaw, Clair Silver, and Benita Stroughter.

Staff in attendance were Freddye Petett, Joyce Owens-Smith, Carol Lentz, and Brenda Polk. David P. Miller, attorney with Stoel, Rives, Boley, Fraser & Wyse, was present as an invited guest.

The minutes of the July 20, 1983 meeting were not approved, as a quorum was not present.

FINANCE COMMITTEE

Carol Lentz reported that the auditors are presently in-house and will be working there for 1½ - 3 weeks. She distributed the Program Financial Status Report for July 31, 1983. During the first month of the new fiscal year, project expenditures are on target. Expenditures in materials and services are a little higher on some of the grants because of out-of-town travel during the last month -- NUL Conference, staff retreats, etc. The YSC FY 82-83 budget was zeroed out; SASC's FY 82-83 budget was left with \$1,500 (approximately 1.1% of the grant). The anticipated carry-over to the general fund is between \$20,000-\$25,000.

UNITED WAY AGENCY SELF-EVALUATION

Freddye Petett reported that the evaluation was not completed as anticipated, but will be ready for the September meeting. Dick Getchell (United Way Board member assigned to the evaluation project) and Diane Tutch (United Way staff member) will be invited to the October meeting.

BOARD/EXECUTIVE STAFF RETREAT

Freddye Petett indicated that the retreat is still scheduled for September 9-11 at Tolavanna Inn. Information packets, containing the agenda and staff presentations, will be mailed prior to the retreat.

TENNIS TOURNAMENT

Freddye Petett reported that good response has been received for the UL Tennis Tournament, to be held August 20-21. The finals of the tournament will be shown on Cablesystem's Sports Channel.

PROGRAM COMMITTEE

Jeana Woolley reported that the Program Committee has not met. It is not clear who the committee members are, and as soon as the composition of the committee is clarified, a meeting will be scheduled.

NOMINATING COMMITTEE

Ben Talley reported that due to Board turnover, the Nominating Committee needs to be restructured. A meeting has been scheduled with Freddye to discuss the committee's activities.

PERSONNEL COMMITTEE

Freddye Petett reported that the Personnel Committee has not met.

ECONOMIC DEVELOPMENT COMMITTEE

Carol Lentz introduced David Miller, the attorney who has been acting as the League's agent in the acquisition of the building on Williams & Russell (Lynview Hotel property). Carol reported that after the last Board meeting, a meeting was held with Phil Eder (building owner), Lewis McFarland (Eder's real estate representative), Bruce Wade (PDC), Don Silvey (developer), Freddye Petett, and herself to informally discuss agreement options. A draft letter of intent has been developed which outlines preliminary agreements made by all parties concerned (a copy is attached). David Miller stated that the agreement was favorable from Mr. Eder's standpoint and tax purposes, and from the Urban League's standpoint of wanting to own a building. He also stated that the letter of intent was non-binding and merely a gentleman's agreement which establishes a point from which further negotiations can take place. Freddye stated that the next step in the building acquisition process was to receive approval from the Board to send the letter of intent to Mr. Eder for his review and signature. After a lengthy discussion, it was moved and seconded (McElroy-Talley) that a letter of intent similar to the attached (on Urban League stationary and with the blanks filled in) be submitted to Mr. Eder, with the understanding that the Board must approve any legal documentation developed subsequent to the letter. Since a quorum was not available, those in attendance agreed that the letter would be sent if the result of a telephone poll to absent Board members was affirmative. Freddye indicated that a copy of the draft letter would be mailed to all absent Board members today, and the telephone poll would take place on Friday (August 19th).

MEMBERSHIP COMMITTEE

Carol Lentz reported that she and the committee chairperson, Benita Stroughter, had a meeting scheduled, but it was cancelled due to the Phone Company strike (Benita was on strike duty). The meeting will be rescheduled as soon as possible.

PRESIDENT'S REPORT

1. NUL CONFERENCE

- * The 1983 NUL Conference was the best conference yet. The pre-conference program, which dealt with public relations for non-profit organizations and resource development/fund raising, was very relevant. Outstanding panels/presentations included a speech by Alvin Toffler, author of The Third Wave and a session on Corporate Social Responsibility/Coalition Building.
- * Freddye chaired two Council of Executives meetings -- a briefing session with NUL and Washington Operations staffs and a session dealing with empowerment in the Black community.
- * Two new Urban League programs were announced at the conference:

A national effort on crime prevention -- This program will be sponsored in conjunction with the U.S. Department of Justice Community Relations Service and Urban League's in seven targeted cities (Portland is one of those cities). The difference between being a targeted city and a non-targeted city is that targeted cities will receive all of the information free, with the stipulation that a committee within the community work on the program; non-targeted cities have to pay for all of the materials. The first phase of the program will be public relations, consisting primarily of posters. The PUL will work with the local Neighbors Against Crime Program in this effort.

The School to Work Academy Program (SWAP) -- This program, funded by the Clark Foundation, will form a coalition with the private sector, the school district, and the Urban League. Portland, Pittsburgh, and Houston are the three targeted cities. The program will establish an academy for high tech training, beginning with either 9th or 10th graders. The first year is a planning year, with a grant of \$5,000. During that time a proposal will be developed by a local steering committee and submitted to the NUL. If funded, which is very likely, funding will be for four years. PUL's steering committee will consist of Joyce Owens-Smith (PUL), Gary Tuck (Portland Public Schools), and a private sector person yet to be selected.

2. At future Board meetings, Joyce-Owens Smith, as UL Vice President for Programs and Community Services, will present the report on the status of UL projects.
3. The YSC will be the first project evaluated using the recently developed UL agency internal evaluation process (rather than the LIEAP program as was reported last month).

4. Don Allen has been promoted to the position of Director of Community Services.
5. In June the IBM proposal was submitted to the Director of the City's Training & Employment Division, with the understanding that she would submit it to the Private Industry Council for funding. A letter was received from the TED Director in July stating that the PIC decided to fund only proposals that would serve the targeted population (that population being low-income disadvantaged) -- the IBM proposal is designed to serve that population. However, a call to the Chairman of the PIC revealed that the council did not receive the proposal for consideration; which indicates that the decision not to fund was a staff decision. UL Board members are requested to call members of the PIC they have contact with to urge them to bring the proposal before the council. (A copy of the PIC mailing list is attached.)

HOUSING ASSISTANCE PROGRAM PROPOSAL

Joyce Owens-Smith reported that the League will be submitting a proposal to HUD which will certify the League as a HUD-approved housing counseling agency. A copy of the proposal has been mailed to Tom Gale, NUL Housing Director, for his review. Although no money acquisition is attached to the first year of the program, it will make UL staff eligible for the training HUD offers. There is a big need in the community for current housing-related information, which this training would provide. The first year of the program will be run with current UL staff, in conjunction with existing UL programs. However, the next funding cycle will provide funds for a fully funded, separate housing program.

CHAIRMAN'S REPORT

1. NUL CONFERENCE

- * The NUL Conference was outstanding. A high point was the announcement by the new NUL Chairman of the Board, David T. Kearns (also Xerox CEO) of Xerox's donation of 1,000 computers to the National Urban League, worth \$5 million, for distribution to inner-city high schools. The schools have to be in major urban centers, have a big population of minority students, and show financial need. A committee representing Xerox, the NUL, and the education community will select the schools.
- * The Dues Commission passed a recommendation to charge affiliates 4.5% of their total United Way allocation -- a minimum of \$1,000 and a maximum of \$50,000. PUL's dues will be reduced from \$12,000 to \$11,000 under this formula.
- * The NUL guideline which required 25% of a local affiliate's Board be persons under 30 years of age was changed to 15%.
- * The Council of Board Presidents and the Council of Executives met jointly for the first time. The session was productive and provided time for a healthy exchange of ideas.

2. Chairman Kishimoto thanked the Board for the flowers which were sent upon the death of his father.

3. The Police Audit Review Committee is recruiting new members. Board members so inclined are urged to apply. The committee reviews decisions made by the Police Internal Affairs Division which are appealed by citizens or police officers.

The meeting adjourned at 1:30 p.m.

Submitted by,

Brenda Polk

BRENDA POLK, Executive Secretary
Urban League of Portland

Reviewed & Approved by,

Bruce Posey

BRUCE POSEY, Secretary
Urban League Board of Directors

Attachments -- Draft Letter of Intent
PIC Mailing List

(The Urban League of Portland Stationery)

Date

Mr. H. P. Eder
Eder and Schmidt
Attorneys at Law
4934 SE Woodstock
Portland, OR 97206

Dear Mr. Eder:

Re: Lynview Hotel Property
2517-31 NE Williams

This letter will set forth our intent to enter into a transaction with you involving the above property which would include the following provisions:

1. You would obtain a loan of \$800,000 from the Portland Development Commission to rehabilitate the building to our requirements, repayable over 20 years at an interest rate of three percent (3%) per annum.

2. You would lease the land and building to us for 20 years and would make available to us the proceeds of the PDC loan so that we could cause the building to be rehabilitated to meet our requirements using such loan proceeds. The rent under the lease would be \$_____ per year plus the debt service to the Portland Development Commission on the loan. The lease would be on an absolutely net basis, so that in addition to paying such rent we would pay all taxes, insurance, maintenance, etc. in connection with the building. The lease would be cancellable by us if construction does not start for any reason by _____.

3. At the time construction is commenced, you would enter into a legally binding pledge agreement, separate from the lease, to donate the property to The Urban League at the end of the tenth year of the lease. The Urban League would agree to accept the donation and would assume liability for payment of the Portland Development Commission mortgage at the time of the donation.

If the transaction as described herein is acceptable to you, please so indicate by signing and returning to us a copy of this letter. It is understood that this is not a legally binding contract, but merely an expression of intent.

Mr. H. P. Eder
August , 1983
Page 2

Any legal obligations will arise only when formal legal documentation containing the above provisions is executed between the parties. However, if we are in agreement on the basic elements of the transaction as set forth herein, we will instruct our counsel to prepare such legal documentation.

We look forward to working with you in this transaction.

Yours truly,

THE URBAN LEAGUE OF PORTLAND

By _____

Accepted this _____ day of _____, 1983.

H. P. Eder

cc: David P. Miller, Esq.

MAY 13 1983

CITY OF PORTLAND PRIVATE INDUSTRY COUNCIL

1. Dr. John Anthony, President
 Portland Community College
 12000 SW 49th Avenue
 Portland, Oregon 97219
 Nominated: Carl Piacentini, Chairperson,
 Portland Community College Board of Directors

2. Roger Breezley, Vice-Chairperson
 United States Bancorp
 P. O. Box 8837
 Portland, Oregon 97204
 Nominated: Dickwin Armstrong, Chief Executive Officer
 Chamber of Commerce

3. Shirley Carlo, Manager, Downtown Office
 State Employment Division
 1407 SW Fourth
 Portland, Oregon 97201
 Nominated: Neil Puckett, Manager, Region I
 State Employment Division

4. Edward Cooper, Owner
 The McIntyre Cooper Company
 P. O. Box 25151
 Portland, Oregon 97225
 Nominated: Louis Growney, Chairperson
 Economic Development Advisory Committee

5. Charles Crews, Owner
 C & C Sandblasting & Painting Co.
 P. O. Box 2986
 Portland, Oregon 97208
 Nominated: James Berry, Executive Secretary
 National Business League

6. Grace Gallegos, Director
 IMPACT, Inc.
 8959 SW Barbur Blvd., Suite 102
 Portland, Oregon 97219
 Nominated: Dickwin Armstrong, Chief Executive Officer
 Chamber of Commerce

7. Jim Johnson, Industrial Relations Manager
 F.M.C. Corporation
 4700 NW Front Avenue
 Portland, Oregon 97208
 Nominated: Jim Sloan, President
 Northwest Industrial Neighborhood Assn.

8. Sharron Kelly, Owner
Larry Kelly Appliance
2236 SE 182nd
Portland, Oregon 97233
Nominated: Dickwin Armstrong, Chief Executive Officer
Chamber of Commerce

9. Sandra Lowe, Plant Manager
Tektronix, Inc.
5333 NE Union Avenue
Portland, Oregon 97211
Nominated: Dickwin Armstrong, Chief Executive Officer
Chamber of Commerce

10. James Manley, Former Area Representative
Human Resources Development Institute
911 NE Davis
Portland, Oregon 97232
Nominated: Lon Imel, Executive Secretary
Multnomah County Labor Council, AFL-CIO

11. David Morthland, Partner
Miller, Nash, Yerke, Weiner & Hager
900 SW Fifth
Portland, Oregon 97204
Nominated: Dickwin Armstrong, Chief Executive Officer
Chamber of Commerce

12. Jerry Mounce, Neighborhood Coordinator
Neighbors North
7508 N. Hereford
Portland, Oregon 97203
Nominated: Gerald Resheske, President
St. Johns Boosters

13. Mary Nolan, Financial Planning Supervisor
NERCO
111 SW Columbia
Portland, Oregon 97201
Nominated: Leonard Berstein, Secretary
Democratic Business Forum

14. Steven Peterson, Economic Development Director
Portland Development Commission
1120 SW Fifth Avenue, Room 1102
Portland, Oregon 97204
Nominated: Patrick LaCross, Executive Director
Portland Development Commission

15. John Piacentini, Owner
Plaid Pantry Markets, Inc.
2540 NE Riverside Way
Portland, Oregon 97211
Nominated: Dickwin Armstrong, Chief Executive Officer
Chamber of Commerce
16. Humberto Reyna, Owner
Qualitytype Print Shop
1623 NE 15th
Portland, Oregon 97232
Nominated: Dickwin Armstrong, Chief Executive Officer
Chamber of Commerce
17. Vern Ryles, Jr., President
Poppers Supply Company
340 SE 7th Avenue
Portland, Oregon 97214
Nominated: Peter Fry, Executive Director
Central Eastside Industrial Council
18. Ben Talley, Manager, Multnomah Region
Adult and Family Services
State Office Bldg., Rm 505
Portland, Oregon 97201
Nominated: Self-nomination
19. Gary Tuck, Vocational Education Specialist
Portland Public Schools
501 N. Dixon Street
Portland, Oregon 97227
Nominated: Matthew Prophet, Superintendent
Portland Public Schools
20. Donald Ware, Regional Manager
Vocational Rehabilitation Division
1245 SE 122nd Avenue
Portland, Oregon 97233
Nominated: Self-nomination. Letter of support from
Joel Southwell, Administrator
Vocational Rehabilitation Division
21. Harold Williams, Labor Relations Manager
Labor Relations Division
State of Oregon
6124 NE 11th
Portland, Oregon 97211
Nominated: James Loving, Coordinator
King Neighborhood Facility